

# School District of Manawa

## BOARD OF EDUCATION REGULAR MEETING

Manawa School District Office - Board Room  
800 Beech Street, Manawa WI  
(920)596-2525



The Board of Education will livestream the public meeting at the following [LINK](#)

**Monday, January 22, 2024**  
**6:00 P.M.**

*Board of Education MISSION Statement: We Will Represent  
Our Community While Advocating For Our Stakeholders By  
Developing Strong Policy And Providing Direction For Our Future.*

❖ **CALL TO ORDER**

➤ *This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There will be a time for public comment during the meeting as indicated in the agenda. (B.O.E. Policy 0166)*

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present:*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

➤ *Verify Publication of Meeting*

❖ **ADMINISTRATIVE TEAM REPORT(s)**

1. Good News Report
  - a. Informational Presentation
2. Students At-Risk of Not Graduating Report
  - a. Report for review/discussion/action
3. Review of Enrollment Numbers (January 2024)
  - a. Memo

❖ **COMMITTEE REPORTS**

4. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2024-01-03
5. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2024-01-15
6. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 2024-01-03
7. Buildings and Grounds (Griffin) -
  - a. No written minutes available for January. Meeting is scheduled on Wednesday, January 24.

❖ **PUBLIC COMMENTS**

*(Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)*

❖ **CONSENT AGENDA**

- *Regarding the consent agenda, the Board has been provided background information on each item or has discussed at previous meetings. All of these agenda items will be acted on with one vote without discussion. If a board member would like to discuss any item in greater detail, it will be pulled from the consent agenda and will be discussed and voted on separately.*

**The Board will consider approval of:**

8. Recommendation for Approval of Donations:
  - a. None submitted for approval
9. Recommendation for Approval Minutes of Regular and Special Board Meetings
  - a. 2023-12-06: Special Board Meeting
  - b. 2023-12-19: Regular Board Meeting
10. Recommendation for Approval of Revenue/Expenditures & Receipts - November
  - a. Cash Receipts Report
  - b. Invoice Report Report
  - c. Rev / Exp Financial Report
11. Recommendation for Approval of Personnel related items:
  - a. Details provided within Personnel Chart

**ITEMS REQUESTED TO BE CONSIDERED AS AN INDIVIDUAL RESOLUTION(S):**

❖ **BOARD COMMENTS**

\* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

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❖ **B.O.E. BUSINESS (Unfinished & New Items)**

12. Policy Adoption - **2nd Reading** and discussion of NEOLA Policy Revisions

- a. PO 0113 Boundaries - REVISION
- b. PO 0142.1 Electoral Process - REVISION
- c. PO 0143.1 Public Expression of Board Members - REVISION
- d. PO 0144.3 Conflict of Interest - REVISION
- e. PO 1260 Incapacity of the District Administrator - REVISION
- f. PO 2340 District Sponsored Trips - REVISION
- g. PO 2521 Selection of Instructional Materials and Equipment - REVISION
- h. PO3121 Criminal History Record Check and Employee Self-Reporting Requirements - REVISION
- i. PO 3139 Staff Discipline - REVISION
- j. PO 3430.01 Family & Medical Leave of Absence (“FMLA”) - REVISION
- k. PO 5113 Open Enrollment Program (Inter-District) - REVISION
- l. PO 5200 Attendance - REVISION
- m. PO 5215 Missing and Absent Children - ADOPTION
- n. PO 5517 Student Anti-Harassment - REVISION
- o. PO 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia - REVISION
- p. PO 6151 Returned / Outstanding-Stale Checks - REVISION
- q. PO 6236 Community Services Fund (Fund 80) - ADOPTION
- r. PO 6610 Non District-Supported Student Activity Accounts - REPLACEMENT
- s. PO 7250.01 Memorials for Staff and Students - ADOPTION
- t. PO7440.01 Video Surveillance and Electronic Monitoring - REVISION
- u. PO 7440.02 Smart Monitoring Equipment - ADOPTION
- v. PO 8121 Personal Background Check - Contracted Services - ADOPTION
- w. PO 8146 Notification of Education Options - REVISION
- x. PO 8310 Public Records - REVISION
- y. PO8407 School Resource Officer Program - RESCIND
- z. PO 8420 School Safety - REVISION
- aa. PO 8500 Food Services - REVISION
- bb. PO 8531 Free and Reduced-Price Meals - REVISION
- cc. PO 9210 Parent Organizations - RESCIND
- dd. PO 9211 District Support Organizations - REVISION

13. Administrative Guideline Adoption - Reading, Discussion, Consider Approval

- a. AG 1400 - Revising Job Descriptions for Compliance with ADA/504 (Technical Correction)
- b. AG 2266 - Nondiscrimination on the Basis of sex in education programs or activities
- c. AG 2370A - Independent Study (Technical Correction)
- d. AG 2440 - Summer and Interim Session School (Technical Correction)
- e. AG 2451 - Alternative Placement RESCIND
- f. AG 2451 - Program and Curriculum Modifications REVISED
- g. AG 5200 - Attendance REVISED
- h. AG 5250 - Program or Curriculum Modifications RESCIND
- i. AG 5350 - Suicide Prevention, Intervention, and Postvention REPLACEMENT

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- j. AG5830 - Student Fund-Raising - REVISION
  - k. AG8452 - Automated External Defibrillators (AED) - REVISION
  - l. AG8500 - Food and Beverage Sales - REVISION
  - m. AG 8802 - Care, Custody, and Display of the United States Flag (New/Renum.)
14. Consider the Approval of Student Early Graduation Request
- a. Memo
15. Open Enrollment Available Space - Discussion and Approval of #'s
- a. Documentation will be available at BOE Meeting
16. BOE Approval of Snow Removal Services
17. Consider the Approval of Bussing Contract
- a. Kobussen Contract
18. ACT / PreACT / Forward Exam Asynchronous Schedule
- a. Consider approval of Memo

❖ **ADJOURN**

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### 0167.3 - **PUBLIC COMMENT AT BOARD MEETINGS**

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

#### **Agenda Item**

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and the approval of the Board President.

#### **Public Comment Section of the Meeting**

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular or special meeting of the Board and publish rules to govern such comment in Board meetings.

The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

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5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
  
- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.
- K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
  1. No obstructions are created between the Board and the audience.
  2. No interviews are conducted in the meeting room while the Board is in session.
  3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

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## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

**Board Meeting Date:** January 22, 2024

**Subject:** At-Risk Report - SDM

**Presenter(s):** Mary Eck and Michelle Johnson

### **I. Overall Content/Purpose:**

The following report contains information regarding students At-Risk of not graduating from high school for the 2022-23 school year. This report is a brief summary of the classes of 2022 and 2023, comparing the outcomes for each. No individual student's data will be singled out to protect the privacy of all.

### **II. Point of Emphasis / Key Communication(s):**

#### **A. ATTENDANCE**

For the class of 2022, the students who were enrolled in the at-risk program had an average of 15.9 excused absences and 2.8 unexcused absences. That cohort included ten students, one of whom was in the GED Option 2 program. There were a few students who pulled on that average, one of whom had 34 excused absences. For the class of 2023, the fourteen students who were enrolled in the at-risk program had an average of 9.7 excused absences and 1.4 unexcused absences. For that average, two students were left out as they missed many days for medical reasons. For the year, it is clear that the attendance rates improved, but there is much room for improvement moving forward.

#### **B. DROPOUT RATE**

For the class of 2022, there were no dropouts recorded. There was one student who was considered a "non-completer", but he did finish and graduate with the class of 2023. For the class of 2023, there were two dropouts. They were both students that the administration, guidance counselor, and at-risk coordinator reached out to in attempts to keep them from dropping out. This is an area for growth for the at-risk program. (For the class of 2024, there appear to be no dropouts, so that 2023 class may have been an anomaly).

#### **C. GRADUATION RATE**

As mentioned above, there were no dropouts in the class of 2022, so that is a graduation rate of 100%. For the class of 2023, there were two students who dropped out, and there was a student from the class of 2022 who finished a year late. So the graduation rate for the class of 2023 who were enrolled in the at-risk program was 93%. Again, it seems that the class of 2023 was an anomaly.

#### D. FAILURE RATE

When looking at the failure rates for the at risk cohort for the class of 2022, the data was analyzed by looking at transcripts of each student. The failure rate for the classes attempted by each students was calculated (excepting the students who eventually graduated in the GEDO #2 program). For the class of 2022, the failure rate for their freshmen year was approximately 7%, meaning they passed 93% of the classes they attempted. For their sophomore year, they passed 95% of the classes they attempted, and for junior year, they passed 93% of the classes they attempted. For their senior year, all of the students considered in this analysis passed all of their attempted classes.

For the class of 2023, the failure rates looked a little different. This analysis was performed the same way as the class of 2022, the students who graduated in the GEDO #2 program were excluded. For their freshman year, they passed 95% of the attempted classes. For both sophomore and junior year, they passed 89% of their classes. There were some definite outliers in that data, one student transferred in with a failure rate of 50%, so that brought down the average. Another student, in their junior year, had multiple health issues which brought down that year's average. For their senior year, all students considered in this analysis passed all of their attempted classes.

Although the failure rates fluctuated a bit between the two classes as well as within the school career of each of the cohorts, it remained fairly low and the students analyzed all completed enough credits to graduate with their peers.

#### E. DISCIPLINE REFERRALS

To come to some conclusions regarding this data, the average discipline referrals were found for each class. The average number of disciplinary referrals for each student was less than one. For the class of 2022, the average was .3 disciplinary referrals and for 2023 it was .5. Overall, the students did not have many discipline referrals in their senior year. For some students, they did have several in previous years.

#### F. LEGAL REFERRALS

When analyzing the data regarding legal referrals, there is not much to be found in Skyward. Going just on what is reported to the school, there were very few legal referrals in these two classes. There was one for a student in the class of 2022 and none in the class of 2023. That is not to say that these students had no involvement in the legal system, but unless it is reported to the school, the school has no official knowledge of the referrals.

### III. Alignment with District Strategic Plan:

#### **Vision Statement:**

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

#### **Mission Statement:**

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

### IV. Contact for More Information:

**Name:** \_\_Mary Eck, Michelle Johnson, Ryan Peterson\_\_





# School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

Board Meeting Date: 1/22/24

Agenda Item: \_\_\_\_\_

Subject: MEMO - January Enrollment Numbers

## I. Overall Content/Purpose:

The purpose of this memo is to update the Board of Education on the January Enrollment Numbers. The Memo includes totals from the 2nd Friday/January Count (OE in/out, Homer #'s, total enrollment)

## II. Point of Emphasis / Key Communication(s):

Grade	3rd Fri SEPT	2nd Fri JAN
EC / Speech .5	7	6
4K .6	26	30
Kdg	23	24
1	32	33
2	21	22
3	33	33
4	35	36
5	28	27
6	55	55
7	28	29
8	32	31
9	71	70
10	36	35
11	49	49
12	61	59
<b>Students Enrolled</b>	<b>537</b>	<b>539</b>
Less OE IN (non-resident)	-21	-23
Plus OE OUT (resident)	93	93
Less Tuition Sharing	0	0
Students in CESA Program	0	0
HOMER		31
<b>Total Resident Count</b>	<b>609</b>	<b>640</b>

Grades	HOMER #s	Girls	Boys
1	3	0	3
2	2	2	0
3	0	0	0
4	3	1	2
5	1	0	1
6	2	1	1
7	1	1	0
8	1	1	0
9	1	0	1
10	0	0	0
11	0	0	0
12	0	0	0
Ungraded 1-8	10	7	3
Ungraded 9-12	7	5	2
<b>Total enrollment</b>	<b>31</b>	<b>18</b>	<b>13</b>

Grades	OE - IN	OE - OUT
PK	0	6
KG	1	5
1	2	8
2	2	4
3	1	4
4	2	7
5	1	4
6	3	6
7	1	9
8	2	9
9	1	6
10	2	8
11	3	9
12	2	8
<b>Total</b>	<b>23</b>	<b>93</b>



# School District of Manawa

## Curriculum COMMITTEE MEETING

*Manawa School District Office - Board Room*

*800 Beech Street, Manawa WI*

*(920)596-2525*

**Wednesday, January 3, 2024**

**5:15 P.M.**

**Board of Education Committee Members:**

**Riske (C), Fietzer, and Emmert**

❖ **CALL TO ORDER @ 5:15 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present: [Riske, Fietzer, and Emmert](#)*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

[The meeting was publicly notified](#)

❖ **AGENDA**

1. Staff & Program Changes - setting priorities discussion - [Informational](#)
2. Review & Discussion of sequencing of curriculum planning document and the timing of requests for new curricular resources - [Informational](#)
  - a. Document for Review

❖ **FUTURE MEETING AGENDA ITEMS**

➤ Staff and Program Changes

➤

❖ **ADJOURN**

[Motion to Adjourn @ 6:36 by Fietzer/Riske Motion Carries](#)

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# School District of Manawa

## Finance COMMITTEE MEETING

*Manawa School District Office - Board Room  
800 Beech Street, Manawa WI  
(920)596-2525*

**Monday, January 15, 2024**

**Board of Education Committee Members: Jepson (C), Fietzer, and Reierson**

**Meeting was called to order at 4:30 p.m.**

**Pledge of Allegiance was recited**

### **Roll Call**

BOE Committee Members present: Reierson, Jepson. Absent: Fietzer  
Additional meeting attendees: Riske, Peterson, Tohm

**Compliance with open meeting law notification** verified [§19.84(2) Wis. Stats.]

### **Review of current Financial Reports**

1. Cash Receipts Report - Peterson and Tohm will continue to remind staff to submit cash receipts to the District Office on a timely basis.
2. Invoice Report - Tohm explained that last month's report had many voids in the check number sequence due to the filters used when creating the report. She re-ran last month's report with date filters listed and found no voids in the check number sequence.
3. Revenues/Expenditures Report - Next month's report will provide a view of expenditures vs budget half way through the fiscal year.

### **Bus Contract**

The contract negotiations were discussed. There were concessions made by both parties. Motion to endorse the revised contract by Reierson, second by Jepson. Motion carried.

### **Snow Removal Contract**

Snow removal costs averaged \$19,500 over the last four years. Motion by Jepson, second by Reierson to endorse snow removal contract renewal with S&S Excavating. Motion carried.

### **Staff and Program Changes**

Preliminary information was provided. More in-depth discussions to follow at future meetings.

### **February Meeting Date/Time TBD**

**Meeting adjourned** at 5:58 p.m. with a motion by Reierson, second by Jepson.

# Wednesday, January 3, 2024 Meeting Minutes 6:55 P.M.

Board of Education Committee Members:  
Reierson (C), Hansen, & Jepson

❖ **CALL TO ORDER at 6:55 pm**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Committee Members Present:* Reierson, Hanse, Jepson
- Others present: Riske, Mr. Peterson

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*] - compliant based on the notification email of 12/28/23.

❖ **AGENDA**

1. Payroll & Benefits Office - Resignation

- a. Need to hire replacement very early to ensure proper training
  - i. Discussion - discussed possible hiring timeline to ensure proper training with current personnel.

2. Informational notice to the Policy Committee:

- a. PO 1100 - District Organization, PO1210 - Board-District Administrator Relationship, PO1220 - Employment of the District Administrator, PO1230 - Responsibilities of the District Administrator, PO 1230.01 - Development of Administrative Guidelines, PO 1240 - Evaluation of the District Administrator, PO 1241 - Non-Reemployment of the District Administrator, & PO 1619.02 - Privacy Protections of Fully Insured Group Health Plans.

***The above listed policies were removed from the Policy Manual in error. They have been/will be added back to the Policy Manual immediately.***

Reviewed the database information. Documents put back to active are the latest revisions that had been approved by the full Board. No additional action taken as their initial removal from the database was not approved by the full Board.

3. Administrative Guidelines for NEOLA Batch Update:

- a. **AG 1400 - Revising Job Descriptions for Compliance with ADA/504 (Technical Correction)**

The guideline is updated to reflect appropriate policy cross-references.

- b. **AG 2370A - Independent Study (Technical Correction)**

Revised reference from "guidance" to "school" counselor to better reflect the current standard.

- c. **AG 2440 - Summer and Interim Session School (Technical Correction)**
- d. **AG 2451 - Alternative Placement RESCIND**  
Guideline has been renamed and consolidated with content from AG 5250.
- e. **AG 2451 - Program and Curriculum Modifications REVISED**  
Guideline has been renamed and consolidated with content from AG 5250.
- f. **AG 5200 - Attendance REVISED**  
Guideline is revised to better describe the difference between when oral communication of a student's absence is acceptable by law (e.g. cases of unanticipated absence due to illness or the like) and where advance written notice is required (e.g. in the case of planned absences within the ten school day limit). In addition, the identification of acceptable medical providers has been revised by 2021 Wisconsin Act 130. The complete list provided for in applicable statute is reflected in the guideline revisions.
- g. **AG 5250 - Program or Curriculum Modifications RESCIND**  
Content has been consolidated into AG 2451.
- h. **AG 5350 - Suicide Prevention, Intervention, and Postvention REPLACEMENT**  
This replacement guideline was developed with the assistance of suicide prevention experts and reflects current best practice. The new guideline includes general prevention provisions, including instructional elements, and also provides more procedures pertinent to specific student situations involving suicide intervention.
- i. **AG 8802 - Care, Custody, and Display of the United States Flag (New/Renum.)** This guideline replaces AG 8800 to correspond with the similar renumbering in policy.

Motion to endorse agenda number 3, items a through i revisions.

Motion by: Hansen, Jepson.

Motion carried.

4. Additional Administrative Guidelines for review:

- a. **AG8452 Automated External Defibrillators (AED) - REVISION**
- b. **AG5830 Student Fund-Raising - REVISION**
- c. **AG8500 Food and Beverage Sales - REVISION**

Motion to endorse agenda number 4, items a through c revisions.

Motion by: Jepson, Hansen

Motion carried.

❖ **FUTURE MEETING AGENDA ITEMS**

- Public Relations Program (PO 9120 & AG 9120A)
- Asbestos Management Plan (PO & AF 8431.01)
- Toxic Hazards Communication Program (PO & AG 8431)
- Harassment AG - Compliance Officer (AG2266)q

**ADJOURN** - Motion to adjourn by: Hansen, Jepson

Motion carried at 8:26 pm.

**Special Board of Education Meeting Minutes**  
**Wednesday, December 6, 2023**  
**5:30 P.M.**

❖ **CALL TO ORDER - 5:31 pm**

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❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present: Reiersen, Griffin, Fietzer, Jepson, Hansen, Riske*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [§19.84(2) Wis. Stats.]

➤ *Verify Publication of Meeting - Verified by Mr. Peterson*

❖ **Public Comments - none**

❖ **B.O.E. BUSINESS (New Items)**

1. Interviews of candidates for the Board of Education vacancy Zone 3-Town of Union/Town of Helvetia.  
Mr. Scott Emmert is the sole candidate. No formal interview questions asked.
  
2. Appointment to fill the Board of Education vacancy Zone 3-Town of Union/Town of Helvetia.  
Motion to appoint Mr. Scott Emmert for the BOE vacancy Zone 3-Town of Union/Town of Helvetia from December 2023 until April 2024.  
Motion by: Griffin, Riske  
Motion Carried.  
Oath of Office was performed and notarized by Mrs. TaraLa Jackson.  
  
Mr. Emmert is appointed to participate on the Curriculum Committee starting at the January committee meeting.

❖ **ADJOURN**

Motion to adjourn by: Fietzer, Jepson  
Motion carried at 5:48 pm.

**School District of Manawa Board of Education Meeting Minutes**  
**Tuesday, December 19, 2023**  
**6:00 P.M.**

*Board of Education MISSION Statement: We Will Represent Our Community While Advocating For Our Stakeholders By Developing Strong Policy And Providing Direction For Our Future.*

❖ **CALL TO ORDER - 6:00 p.m.**

➤ *This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There will be a time for public comment during the meeting as indicated in the agenda. (B.O.E. Policy 0166)*

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present:* Reiersen, Griffin, Fietzer, Jepson, Hansen, Riske, Emmert.

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

➤ *Verify Publication of Meeting* - Confirmed by Mr. Peterson

❖ **ADMINISTRATIVE TEAM REPORT**

1. Good News Report
  - a. Informational Presentation
2. Follow-up regarding Middle School Athletics (AG2431A).  
Discussion that AG2431A information was communicated with coaching staff.

❖ **COMMITTEE REPORTS**

3. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2023-12-06
4. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2023-12-13
5. Policy and Human Resources (Reiersen) - See Policy and Human Resources Committee Meeting Minutes from 2023-12-06
6. Buildings and Grounds (Griffin) - See Buildings and Grounds Committee Meeting Minutes from 2023-12-13

❖ **PUBLIC COMMENTS**

*(Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)*

No public comments for this meeting.

❖ **CONSENT AGENDA**



- *Regarding the consent agenda, the Board has been provided background information on each item or has discussed at previous meetings. All of these agenda items will be acted on with one vote without discussion. If a board member would like to discuss any item in greater detail, it will be pulled from the consent agenda and will be discussed and voted on separately.*

**The Board will consider approval of:**

7. Recommendation for Approval of Donations:
  - a. Mrs. Michelle Kaczorowski (Thrivent Grant) - \$250 worth of treats, napkins, soda, supplies for the Secondary December 20th potluck to celebrate staff.
  - b. Tracy and Richard Ogle - \$150.00 towards the National Honor Society to assist with the Adopt a Family/Day of Service initiative.
  - c. Clothing Drive - the following participants donated:
    - i. PTO - coats, boots, hats, and gloves
    - ii. Treehouse foods - 13 new coats, 15 new pairs of gloves, and 18 new hats
  - d. Manawa Lions Club - \$270.00 towards the Urgent Needs Fund.
  - e. Manawa Athletic Booster Club:
    - i. 4 Basketball Storage Cars (\$270.22 each)
    - ii. 2 New Daktronics Scoreboards for MS/HS gym, if school pays for installation (\$15,500.00)
    - iii. 2 Handheld Ball Pumps (\$15.00 each)
    - iv. 2 Electric Ball Pumps (\$175.00 each)
    - v. 1 Year subscription to RackCoach for students in personal fitness classes and Lifting Program. (\$900.00)
    - vi. Freezer at MES for injuries (\$199.40)
  - f. Tractor Supply of New London through the National Honor Society Day of Service initiative
    - i. \$175 worth of coats, hats, and gloves.
  - g. Holmland Farms (Dick Piechowski & Alan Cordes) - Wreath material (value of \$250)
8. Recommendation for Approval Minutes of Regular and Special Board Meetings
  - a. 2023-11-27
  - b. 2023-12-06 (Special)
9. Recommendation for Approval of Revenue/Expenditures & Receipts - November
  - a. Cash Receipts Report
  - b. Invoice Report Report
  - c. Rev / Exp Financial Report
10. Recommendation for Approval of Personnel related items:
  - a. Details provided within Personnel Chart

Motion to approve the consent agenda by: Griffin, Jepson.

Motion carried.

**ITEMS REQUESTED TO BE CONSIDERED AS AN INDIVIDUAL RESOLUTION(S):**

None

❖ **BOARD COMMENTS**

❖ **B.O.E. BUSINESS (Unfinished & New Items)**

11. Policy Adoption - **2nd Reading** and discussion of NEOLA Policy Revisions
  - a. PO 0164 Meetings - ADOPTION
  - b. PO 0164.1 Regular Meetings - RESCIND
  - c. PO 0164.2 Special Meetings - RESCIND
  - d. PO 0165.1 Notice of Meetings - RESCIND
  - e. PO 0165.2 Change of Regular Meetings - RESCIND
  - f. PO 8913 Section 504/ADA Prohibition Against Disability Discrimination in Employment - ADOPTION
  - g. PO 1623/3623/4623 Section 504/ADA Prohibition Against Disability Discrimination in Employment - RESCIND
  - h. PO 3120.07 Employment of Casual Resource Personnel - RESCIND
  - i. PO 8700 Nursing Mothers - ADOPTION
  - j. PO 3430.05/ 4430.05 Nursing Mothers - RESCIND
  - k. PO 2451 Program or Curriculum Modifications - REVISION
  - l. PO 5250 Program or Curriculum Modifications - RESCIND
  - m. PO 5505 Academic Honesty - ADOPTION
  - n. PO 7540.08 Artificial Intelligence (AI) - ADOPTION
  - o. PO 5350 Suidice Prevention, Intervention, and Postvention - REVISION

Motion to approve the 2nd Reading of #11 agenda items a through o by: Hansen, Riske.

Motion carried.

12. Notice of **1st Reading** and discussion of NEOLA Policy Revisions
  - a. PO 0113 Boundaries - REVISION
  - b. PO 0142.1 Electoral Process - REVISION
  - c. PO 0143.1 Public Expression of Board Members - REVISION
  - d. PO 0144.3 Conflict of Interest - REVISION
  - e. PO 1260 Incapacity of the District Administrator - REVISION
  - f. PO 2340 District Sponsored Trips - REVISION
  - g. PO 2521 Selection of Instructional Materials and Equipment - REVISION
  - h. PO 3121 Criminal History Record Check and Employee Self-Reporting Requirements - REVISION
  - i. PO 3139 Staff Discipline - REVISION
  - j. PO 3430.01 Family & Medical Leave of Absence (“FMLA”) - REVISION
  - k. PO 5113 Open Enrollment Program (Inter-District) - REVISION
  - l. PO 5200 Attendance - REVISION
  - m. PO 5215 Missing and Absent Children - ADOPTION
  - n. PO 5517 Student Anti-Harassment - REVISION
  - o. PO 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia - REVISION
  - p. PO 6151 Returned / Outstanding-Stale Checks - REVISION
  - q. PO 6236 Community Services Fund (Fund 80) - ADOPTION
  - r. PO 6610 Non District-Supported Student Activity Accounts - REPLACEMENT
  - s. PO 7250.01 Memorials for Staff and Students - ADOPTION
  - t. PO7440.01 Video Surveillance and Electronic Monitoring - REVISION

- u. PO 7440.02 Smart Monitoring Equipment - ADOPTION
- v. PO 8121 Personal Background Check - Contracted Services - ADOPTION
- w. PO 8146 Notification of Education Options - REVISION
- x. PO 8310 Public Records - REVISION
- y. PO8407 School Resource Officer Program - RESCIND
- z. PO 8420 School Safety - REVISION
- aa. PO 8500 Food Services - REVISION
- bb. PO 8531 Free and Reduced-Price Meals - REVISION
- cc. PO 9210 Parent Organizations - RESCIND
- dd. PO 9211 District Support Organizations - REVISION

13. Discussion - Provide Free Lunch for Daily Short-Term Substitute Teachers

- a. Informational Memo for Review and Approval

Discussion to amend free lunch for Daily Short-Term Substitute Staff.

Motion to provide free lunch for Daily Short-Term Substitute Staff by: Fietzer, Jepson.

Motion carried.

14. Course Addition, Deletion and Revision

- a. Recommendation Memo - Computer Science Courses

Motion to approve Computer Science Courses by: Fietzer, Griffin.

Motion carried.

15. Course Guide

- a. Recommendation Memo
- b. Course Guide Document for Review

Motion to approve 2024-25 Course of Study Guide by: Riske, Fietzer.

Motion carried.

16. Annual School Safety Report (PO8420)

- a. Informational Memo for Review and Approval
- b. School Safety Plan for Review and Approval
- c. Wisconsin School District Safety Drill LOG(s)
- d. Written evaluation of most recent school safety/violence drill for Review and Approval

Motion to approve the Annual School Safety Report as required in PO8420 by: Riske, Hanse.

Motion carried.

17. Discussion on WASB Convention Resolutions

- a. Document with current draft of resolutions

No actions - request for feedback to the WASB delegate on proposed resolutions.

18. SDM Literacy Report

- a. Informational Memo for Review and Approval
- b. Copy of 22-23 School Year Literacy Report

Motion for approval of the SDM Literacy Report in compliance with WI Stat. 118.015 by: Riske, Fietzer.

Motion carried.

❖ **CLOSED SESSION**

➤ The Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f), Wis. Statute, Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Considering financial, medical, social or personal histories or disciplinary data of specific persons.

- SDM Personnel Matter
- SDM Administrative Contract Renewal Discussion
- SDM District Administrator Evaluation Procedure

**Notice that the Finance Committee meeting will be January 15, 2024 4:30-6:30 pm.**

**Notice that the Building & Grounds Committee meeting will be January 24, 2024 at 4:00 pm.**

❖ **ADJOURN**

Motion to adjourn to closed session by: Griffin, Fietzer.

Motion carried at 7:14 p.m.

Name	Reference	Trans Date	Description	Post Date	Amount
		12/04/2023		12/04/2023	10.00
			Totals for 16808		10.00
		12/04/2023		12/04/2023	5.00
			Totals for 16809		5.00
		12/04/2023		12/04/2023	5.00
			Totals for 16810		5.00
		12/04/2023		12/04/2023	30.00
			Totals for 16811		30.00
		12/04/2023		12/04/2023	20.00
			Totals for 16812		20.00
		12/04/2023		12/04/2023	10.00
			Totals for 16813		10.00
		12/04/2023		12/04/2023	20.00
			Totals for 16814		20.00
		12/04/2023		12/04/2023	20.00
			Totals for 16815		20.00
		12/04/2023		12/04/2023	20.00
			Totals for 16816		20.00
		12/04/2023		12/04/2023	30.00
			Totals for 16817		30.00
		12/04/2023		12/04/2023	40.00
			Totals for 16818		40.00
		12/04/2023		12/04/2023	339.25
			Totals for 16819		339.25
		12/06/2023	REIMB FROM BOOSTER CLUB FOR COACH BUS FO	12/06/2023	1,305.41
			Totals for 16820		1,305.41
		12/18/2023	SEPT/OCT	12/18/2023	2,389.35
			Totals for		2,389.35
		12/18/2023	BALANCING ON 12.18.23	12/18/2023	350.00
			Totals for 16881		350.00
			Total for Cash Receipts		4,594.01

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	350.00	1,305.41	1,655.41
21	Special Revenue Trust Fund	0.00	175.00	0.00	175.00
27	SPECIAL EDUCATION FUND	0.00	2,389.35	0.00	2,389.35
50	FOOD SERVICE FUND	374.25	0.00	0.00	374.25
***	Fund Summary Totals ***	374.25	2,914.35	1,305.41	4,594.01

\*\*\*\*\* End of report \*\*\*\*\*

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85197	AMAZON CAPITAL SERVI	JPAP12	12/01/2023	HS/MS Office supplies	10 E 400 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400077	168.28
85197	AMAZON CAPITAL SERVI	JPAP12	12/01/2023	HS/MS Office supplies	10 E 200 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400077	126.94
85197	AMAZON CAPITAL SERVI	JPAP12	12/01/2023	Careboda Portable Massage Table Professional Massage Bed 3 Fold 82 Inches Height Adjustable for Spa Salon Lash Tattoo with Aluminum Legs Carrying Bag Accessories Black	27 E 101 440 158000 019	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATE GORICAL	272400061	144.73
85197	AMAZON CAPITAL SERVI	JPAP12	12/01/2023	chromebooks, portable speaker system Bluetooth connector	10 E 800 581 295000 000	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	8002400033	59.50
85197	AMAZON CAPITAL SERVI	JPAP12	12/01/2023	chromebooks, portable speaker system Bluetooth connector	10 E 800 581 295000 000	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	8002400033	549.95
Totals for 85197								1,049.40
85198	CESA 6-CONFERENCE RE	JPAP12	12/01/2023	STUDENT SPECIFIC EVALUATION	27 E 200 386 219000 019	SPECIAL EDUCATION FUND/TRANSFER TO CESA/OTHER PUPIL SERVICES	0	650.00
Totals for 85198								650.00
85199	C.E.S.A. #8	JPAP12	12/01/2023	ERVING FALL INVOICE DISTANCE LEARNING CLASSES	10 E 400 386 431000 680	GENERAL FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen	0	7,050.00
Totals for 85199								7,050.00
85200	C.E.S.A. #9	JPAP12	12/01/2023	WI VIRTUAL SCHOOL SEPTEMBER 2023 ENROLLMENTS (2)	10 E 400 386 431000 000	GENERAL FUND/TRANSFER TO	0	580.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						CESA/Gen Tuition-Non-Open Enrollmen Totals for 85200		580.00
85201	ELMHORST, BRIAN	JPAP12	12/01/2023	TRAVEL	10 E 115 342 299000 365	GENERAL FUND/EMPLOYEE TRAVEL/MISC OTHER SUPPORT SERVICES	0	220.08
85201	ELMHORST, BRIAN	JPAP12	12/01/2023	NWD CONFERENCE (8)	10 E 115 310 299000 365	GENERAL FUND/PERSONAL SERVICES/MISC OTHER SUPPORT SERVICES Totals for 85201	0	280.00
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MES MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES Totals for 85201	0	149.40
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MS/LWHS MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	98.70
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MS/LWHS MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	129.95
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MS/LWHS MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	113.35
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MS/LWHS MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	116.20
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MES MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	297.90
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MES MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	181.70
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MES MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	214.90
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MES MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	281.30



CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MES MILK ORDER	50 E 800 415 257000 000	SERVICES FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	214.90
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MES MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	231.50
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MES MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	281.30
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MS/LWHS MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	146.55
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MS/LWHS MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	238.51
85202	ENGELHARDT DAIRY OF	JPAP12	12/01/2023	MS/LWHS MILK ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	65.50
							Totals for 85202	2,761.66
85203	FRIENDS OF HEARTHSTO	JPAP12	12/01/2023	4TH GRADE FIELD TRIP	21 E 800 411 166432 000	Special Revenue Trust Fund/GENERAL SUPPLIES/CLASS OF 2032	1012400074	161.00
							Totals for 85203	161.00
85204	GFL ENVIRONMENTAL	JPAP12	12/01/2023	MONTHLY TRASH & RECYCLE INVOICES	10 E 800 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	8002400013	1,324.10
							Totals for 85204	1,324.10
85205	INTEGRATED SYSTEMS C	JPAP12	12/01/2023	HOSTING SERVICE	10 E 800 360 295000 000	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002400011	388.80
							Totals for 85205	388.80
85206	JIM'S PLUMBING	JPAP12	12/01/2023	MEN'S ROOM TOILET NEAR HS CAFETERIA INSTALLED A NEW DIAPHRAGM	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	131.80
85206	JIM'S PLUMBING	JPAP12	12/01/2023	MEN'S ROOM TOILET NEAR HS CAFETERIA INSTALLED A NEW	10 E 200 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE	0	99.42

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				DIAPHRAGM		SERVICES/BUILDINGS		
						Totals for 85206		231.22
85207	MANAWA QUALITY FOODS	JPAP12	12/01/2023	CORDES - Lab Food Supplies for Ag Class	10 E 400 415 131000 000	GENERAL FUND/FOOD/AGRICULTUR E	4002400062	66.34
85207	MANAWA QUALITY FOODS	JPAP12	12/01/2023	CORDES - Food Science & Exp Ag Class Expenses	10 E 400 411 131000 000	GENERAL FUND/GENERAL SUPPLIES/AGRICULTURE	4002400060	109.44
85207	MANAWA QUALITY FOODS	JPAP12	12/01/2023	5TH GRADE SCIENCE ITEMS	10 E 101 415 110000 000	GENERAL FUND/FOOD/UNDIFFEREN TIATED CURRICULUM	1012400071	27.14
						Totals for 85207		202.92
85208	NORTHEAST WI TECHNIC	JPAP12	12/01/2023	(5) AMERICAN SIGN LANGUAGE & (1) INTRO TO LAW ENFORCEMENT	10 E 400 389 431000 000	GENERAL FUND/TRANSFER TO VTAE DISTRICTS/Gen Tuition-Non-Open Enrollmen	0	2,885.40
						Totals for 85208		2,885.40
85209	NORTHEAST WI TECH -	JPAP12	12/01/2023	NEW COURSE BOOKS	10 E 400 389 431000 000	GENERAL FUND/TRANSFER TO VTAE DISTRICTS/Gen Tuition-Non-Open Enrollmen	0	369.80
						Totals for 85209		369.80
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	45.77
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	71.85
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,634.07
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	30.55
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,233.11

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	143.86
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,832.05
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	55.66
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,504.59
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	CREDIT FOR FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	-27.04
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	173.54
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	430.05
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,183.84
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	71.72
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	948.63
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	25.12
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,683.99
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	USDA COMMODITY ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	114.75

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	USDA COMMODITY ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	55.25
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	USDA COMMODITY ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	55.25
85210	PERFORMANCE FOODSERV	JPAP12	12/01/2023	USDA COMMODITY ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	38.25
							Totals for 85210	11,304.86
85211	PITNEY BOWES GLOBAL	JPAP12	12/01/2023	LEASE INVOICE ON CONTRACT #0041103782	10 E 800 353 260000 000	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	176.19
85211	PITNEY BOWES GLOBAL	JPAP12	12/01/2023	LEASE INVOICE ON CONTRACT 0041152865	10 E 800 353 260000 000	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	176.19
							Totals for 85211	352.38
85212	SCHOOL DISTRICT OF W	JPAP12	12/01/2023	CWC ALL STAR BAND & CHOIR FESTIVAL - JANUARY 2024	10 E 400 940 125500 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/INSTRUMENTAL MUSIC	0	50.00
							Totals for 85212	50.00
85213	SOLARUS	JPAP12	12/01/2023	PAES LAB PHONE & INTERNET	27 E 400 355 263300 341	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	272400033	148.52
85213	SOLARUS	JPAP12	12/01/2023	PHONE & INTERNET INVOICES	10 E 800 355 260000 000	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	317.88
85213	SOLARUS	JPAP12	12/01/2023	PHONE & INTERNET INVOICES	10 E 101 355 260000 000	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	596.02
85213	SOLARUS	JPAP12	12/01/2023	PHONE & INTERNET INVOICES	10 E 400 355 260000 000	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	596.02
85213	SOLARUS	JPAP12	12/01/2023	PHONE & INTERNET INVOICES	10 E 200 355 260000 000	GENERAL	8002400014	476.81

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
						Totals for 85213		2,135.25
85214	SOLIANT	JPAP12	12/01/2023	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION	8002400035	1,020.00
						FUND/PERSONAL SERVICES/SPEECH/LANG UAGE		
85214	SOLIANT	JPAP12	12/01/2023	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION	8002400035	340.00
						FUND/PERSONAL SERVICES/SPEECH/LANG UAGE		
						Totals for 85214		1,360.00
85215	STANDARD INSURANCE C	JPAP12	12/01/2023	LIFE/STD & LTD PREMIUM -DECEMBER 2023	10 L 811634	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,290.92
85215	STANDARD INSURANCE C	JPAP12	12/01/2023	LIFE/STD & LTD PREMIUM -DECEMBER 2023	10 L 811639	GENERAL FUND/LTD INS PAYABLE	0	1,044.60
85215	STANDARD INSURANCE C	JPAP12	12/01/2023	LIFE/STD & LTD PREMIUM -DECEMBER 2023	10 L 811635	GENERAL FUND/STD INS PAYABLE	0	754.25
						Totals for 85215		3,089.77
85216	SUBSCRIPTION DEPARTM	JPAP12	12/01/2023	104 ISSUE SUBSCRIPTION OF THE WAUPACA COUNTY POST	10 E 800 942 230000 000	GENERAL FUND/EMPLOYEE DUES AND FEES/GENERAL ADMINISTRATION	0	114.00
						Totals for 85216		114.00
85217	ZABEL'S SAWMILL	JPAP12	12/01/2023	KOEHLER - Wood Order for Zabel's Sawmill	10 E 400 411 136000 000	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	4002400074	2,700.00
						Totals for 85217		2,700.00
85218	BRINKMANN, RICKY	JPAP12	12/05/2023	GIRLS VARSITY BASKETBALL OFFICIAL ON 12/1/23 VS IOLA-SCANDINAVIA	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
						Totals for 85218		90.00
85219	CITY OF MANAWA	JPAP12	12/12/2023	STEP PROGRAM - DEC. 1, 2022 - NOV. 30, 2023	80 E 800 381 390000 687	COMMUNITY SERVICE FUND/TRANSFER TO MUNICIPALITY/OTHER COMMUNITY SERVICES	0	1,491.75

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 85219		1,491.75
85220	TOWN OF LEBANON, TRE	JPAP12	12/12/2023	STEP PROGRAM - DEC. 1, 2022 - NOV. 30, 2023	80 E 800 381 390000 687	COMMUNITY SERVICE FUND/TRANSFER TO MUNICIPALITY/OTHER COMMUNITY SERVICES	0	385.13
						Totals for 85220		385.13
85221	TOWN OF LITTLE WOLF,	JPAP12	12/12/2023	STEP PROGRAM - DEC. 1, 2022 - NOV. 30, 2023	80 E 800 381 390000 687	COMMUNITY SERVICE FUND/TRANSFER TO MUNICIPALITY/OTHER COMMUNITY SERVICES	0	3,332.88
						Totals for 85221		3,332.88
85222	TOWN OF UNION, TREAS	JPAP12	12/12/2023	STEP PROGRAM - DEC. 1, 2022 - NOV. 30, 2023	80 E 800 381 390000 687	COMMUNITY SERVICE FUND/TRANSFER TO MUNICIPALITY/OTHER COMMUNITY SERVICES	0	2,021.50
						Totals for 85222		2,021.50
85223	AMAZON CAPITAL SERVI	JPAP12	12/08/2023	MISCELLANEOUS ITEMS	10 E 101 411 241000 683	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	1012400069	35.97
85223	AMAZON CAPITAL SERVI	JPAP12	12/08/2023	WRIGHT - Supplies for Class - hot glue, batteries, copper foil tape, filament for printer	10 E 400 411 120000 000	GENERAL FUND/GENERAL SUPPLIES/REGULAR CURRICULUM	4002400084	122.04
85223	AMAZON CAPITAL SERVI	JPAP12	12/08/2023	laptop, various equipment	10 E 800 581 295000 000	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	8002400037	7.78
85223	AMAZON CAPITAL SERVI	JPAP12	12/08/2023	laptop, various equipment	10 E 800 440 295000 000	GENERAL FUND/NON-CAPITAL EQUIPMENT/ADMINISTRA TIVE TECHNOLOGY SERV	8002400037	3.23
85223	AMAZON CAPITAL SERVI	JPAP12	12/08/2023	MISCELLANEOUS ITEMS	10 E 101 411 241000 683	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	1012400069	29.16
85223	AMAZON CAPITAL SERVI	JPAP12	12/08/2023	laptop, various equipment	10 E 800 581 295000 000	GENERAL	8002400037	2,291.37

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85223	AMAZON CAPITAL SERVI	JPAP12	12/08/2023	laptop, various equipment	10 E 800 440 295000 000	FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV GENERAL	8002400037	950.50
						FUND/NON-CAPITAL EQUIPMENT/ADMINISTRA TIVE TECHNOLOGY SERV		
						Totals for 85223		3,440.05
85224	BREAKOUT, INC	JPAP12	12/08/2023	BreakoutEDU Renewal	10 E 200 360 222200 031	GENERAL	4002400089	274.78
						FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY		
85224	BREAKOUT, INC	JPAP12	12/08/2023	BreakoutEDU Renewal	10 E 101 360 222200 031	GENERAL	4002400089	474.62
						FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY		
85224	BREAKOUT, INC	JPAP12	12/08/2023	BreakoutEDU Renewal	10 E 400 360 222200 031	GENERAL	4002400089	499.60
						FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY		
						Totals for 85224		1,249.00
85225	CENGAGE LEARNING	JPAP12	12/08/2023	Gale in Context: Elementary Renewal	10 E 101 360 222200 031	GENERAL	1012400076	216.80
						FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY		
						Totals for 85225		216.80
85226	CESA 6-CONFERENCE RE	JPAP12	12/08/2023	PHYSICAL THERAPY	27 E 101 386 218200 019	SPECIAL EDUCATION	272400066	1,003.20
						FUND/TRANSFER TO CESA/PHYSICAL THERAPY		
85226	CESA 6-CONFERENCE RE	JPAP12	12/08/2023	PHYSICAL THERAPY	27 E 200 386 218200 019	SPECIAL EDUCATION	272400066	668.80
						FUND/TRANSFER TO CESA/PHYSICAL THERAPY		
						Totals for 85226		1,672.00
85227	CHIPPEWA VALLEY SPOR	JPAP12	12/08/2023	HS Basketball Uniform	10 E 400 420 162202 000	GENERAL	602400008	8,640.00
						FUND/APPAREL		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85227	CHIPPEWA VALLEY SPOR	JPAP12	12/08/2023	ATHLETIC DEPARTMENT SUPPLIES	10 E 400 411 162000 000	(Instructional only)/BOYS BASKETBALL GENERAL FUND/GENERAL SUPPLIES/GENERAL ATHLETICS	0	1,000.00
85227	CHIPPEWA VALLEY SPOR	JPAP12	12/08/2023	CROSS COUNTRY FLAGS	10 E 400 411 162001 000	GENERAL FUND/GENERAL SUPPLIES/CROSS COUNTRY	0	430.00
85227	CHIPPEWA VALLEY SPOR	JPAP12	12/08/2023	GYM INSPECTION & MATERIALS	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	2,585.00
Totals for 85227								12,655.00
85228	COMPLETE OFFICE OF W	JPAP12	12/08/2023	MES PAPER - 40 - 20# CT@ \$38.95 EA	27 E 101 417 158000 341	SPECIAL EDUCATION FUND/PAPER/MULTI-CATEGORICAL	0	155.80
85228	COMPLETE OFFICE OF W	JPAP12	12/08/2023	MES PAPER - 40 - 20# CT@ \$38.95 EA	10 E 101 417 110000 000	GENERAL FUND/PAPER/UNDIFFERENTIATED CURRICULUM	0	1,402.20
85228	COMPLETE OFFICE OF W	JPAP12	12/08/2023	PAPER 80 - 20# CT @ \$38.95	27 E 400 417 158000 341	SPECIAL EDUCATION FUND/PAPER/MULTI-CATEGORICAL	0	177.61
85228	COMPLETE OFFICE OF W	JPAP12	12/08/2023	PAPER 80 - 20# CT @ \$38.95	27 E 200 417 158000 341	SPECIAL EDUCATION FUND/PAPER/MULTI-CATEGORICAL	0	133.99
85228	COMPLETE OFFICE OF W	JPAP12	12/08/2023	PAPER 80 - 20# CT @ \$38.95	10 E 200 417 110000 000	GENERAL FUND/PAPER/UNDIFFERENTIATED CURRICULUM	0	1,205.89
85228	COMPLETE OFFICE OF W	JPAP12	12/08/2023	PAPER 80 - 20# CT @ \$38.95	10 E 400 417 110000 000	GENERAL FUND/PAPER/UNDIFFERENTIATED CURRICULUM	0	1,598.51
Totals for 85228								4,674.00
85229	DEPT OF ADMINISTRATI	JPAP12	12/08/2023	CLASS B RAFFLE LICENSE RENEWAL - 9/2/21 - 9/1/22	10 E 800 941 251000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	25.00



CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85229	DEPT OF ADMINISTRATI	JPAP12	12/08/2023	CLASS B RAFFLE LICENSE RENEWAL - 9/2/22 - 9/1/23	10 E 800 941 251000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	25.00
Totals for 85229								50.00
85230	DIVERSIFIED BENEFIT	JPAP12	12/08/2023	HRA ADMIN FEES	10 E 800 941 252000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	245.73
Totals for 85230								245.73
85231	E O JOHNSON CO., INC	JPAP12	12/08/2023	MONTHLY COPIER INVOICE	10 E 800 354 260000 000	GENERAL FUND/PRINTING AND BINDING/CENTRAL SERVICES	8002400016	3,135.13
Totals for 85231								3,135.13
85232	GREEN BOYZ INC	JPAP12	12/08/2023	MOWING/AERATION/SEED & WINTERIZATION AND FERTILIZER	10 E 800 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	1,672.50
Totals for 85232								1,672.50
85233	HEID MUSIC CO	JPAP12	12/08/2023	MICHAEL -Heid music for solo ensemble, books, and sheet music	10 E 400 473 125400 000	GENERAL FUND/SHEET MUSIC/VOCAL MUSIC	4002400013	21.24
85233	HEID MUSIC CO	JPAP12	12/08/2023	CHULA - Accent on Achievement Electric Bass 1.0	10 E 200 310 125500 000	GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC	4002400087	8.49
85233	HEID MUSIC CO	JPAP12	12/08/2023	CLAIRNET 4C REPAIR PART	10 E 400 310 125500 000	GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC	0	25.00
85233	HEID MUSIC CO	JPAP12	12/08/2023	MICHAEL -Heid music for solo ensemble, books, and sheet music	10 E 400 473 125400 000	GENERAL FUND/SHEET MUSIC/VOCAL MUSIC	4002400013	45.00
85233	HEID MUSIC CO	JPAP12	12/08/2023	CHULA - Neck Straps for Saxophone players to play correctly	10 E 400 310 125500 000	GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC	4002400086	15.95
85233	HEID MUSIC CO	JPAP12	12/08/2023	CHULA - Neck Straps for	10 E 200 310 125500 000	GENERAL	4002400086	21.14

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Saxophone players to play correctly		FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC		
						Totals for 85233		136.82
85234	INTELLICORP RECORDS,	JPAP12	12/08/2023	MONTHLY SERVICE FEE	10 E 800 310 264900 000	GENERAL	0	20.00
						FUND/PERSONAL SERVICES/OTHER STAFF SERVICES		
						Totals for 85234		20.00
85235	J.W. PEPPER & SON, I	JPAP12	12/08/2023	MICHAEL - Choir Music and solo ensemble material from JW Pepper	10 E 400 473 125400 000	GENERAL FUND/SHEET MUSIC/VOCAL MUSIC	4002400011	4.90
85235	J.W. PEPPER & SON, I	JPAP12	12/08/2023	MICHAEL - Music for High School All Star Choir	10 E 400 411 125400 000	GENERAL FUND/GENERAL SUPPLIES/VOCAL MUSIC	4002400082	54.49
						Totals for 85235		59.39
85236	JWC BUILDING SPECIAL	JPAP12	12/08/2023	ANNUAL INSPECTION OF THE WON DOOR	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	632.46
85236	JWC BUILDING SPECIAL	JPAP12	12/08/2023	ANNUAL INSPECTION OF THE WON DOOR	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	477.12
						Totals for 85236		1,109.58
85237	KOBUSSEN BUSES LTD	JPAP12	12/08/2023	NOVEMBER 2023 BUS CHARGES	10 E 800 341 256710 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRACTED FLEET	0	49,268.12
85237	KOBUSSEN BUSES LTD	JPAP12	12/08/2023	NOVEMBER 2023 BUS CHARGES	10 E 800 341 256740 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CURRICULAR TRANS	0	1,636.75
85237	KOBUSSEN BUSES LTD	JPAP12	12/08/2023	NOVEMBER 2023 BUS CHARGES	10 E 400 341 256770 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	1,975.13

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85237	KOBUSSEN BUSES LTD	JPAP12	12/08/2023	NOVEMBER 2023 BUS CHARGES	10 E 101 341 256770 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	247.58
85237	KOBUSSEN BUSES LTD	JPAP12	12/08/2023	NOVEMBER 2023 BUS CHARGES	27 E 800 341 256750 011	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	6,575.70
85237	KOBUSSEN BUSES LTD	JPAP12	12/08/2023	NOVEMBER 2023 BUS CHARGES	80 E 800 343 390000 000	COMMUNITY SERVICE FUND/TRAVEL-CONTRACT ED SERVICE/OTHER COMMUNITY SERVICES	0	1,342.69
Totals for 85237								61,045.97
85238	MANAWA QUALITY FOODS	JPAP12	12/08/2023	Grocery receipts	27 E 101 415 152000 019	SPECIAL EDUCATION FUND/FOOD/EARLY CHILDHOOD	272400070	47.39
85238	MANAWA QUALITY FOODS	JPAP12	12/08/2023	Receipts for groceries	27 E 101 415 152000 019	SPECIAL EDUCATION FUND/FOOD/EARLY CHILDHOOD	272400071	59.48
Totals for 85238								106.87
85239	MWSCO	JPAP12	12/08/2023	336 CF ARGON CYLINDER	10 E 400 411 136000 000	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	0	22.50
Totals for 85239								22.50
85240	NASSCO INC	JPAP12	12/08/2023	Custodial Supplies - can liners clear and black, foam refills, Disposable wiping refills, dust bag kits, foam refills, hand towels - white, medium and large gloves, easy trap duster, toilet paper, mop handles, mop buckets, Oxivir, filler bags, Hand towels - brown, soap	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400070	134.76
85240	NASSCO INC	JPAP12	12/08/2023	Custodial Supplies - can liners clear and black, foam	10 E 200 411 253000 000	GENERAL FUND/GENERAL	4002400070	119.51

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				refills, Disposable wiping refills, dust bag kits, foam refills, hand towels - white, medium and large gloves, easy trap duster, toilet paper, mop handles, mop buckets, Oxivir, filler bags, Hand towels - brown, soap		SUPPLIES/OPERATION		
						Totals for 85240		254.27
85241	SOLIANT	JPAP12	12/08/2023	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	680.00
						Totals for 85241		680.00
85242	STERLING WATER-CHAIN	JPAP12	12/08/2023	SOLAR SALT	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	64.50
85242	STERLING WATER-CHAIN	JPAP12	12/08/2023	SALT & SERVICE CALL	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	74.53
85242	STERLING WATER-CHAIN	JPAP12	12/08/2023	SALT & SERVICE CALL	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	56.22
						Totals for 85242		195.25
85243	UNIFIRST CORPORATION	JPAP12	12/08/2023	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	1012400045	54.90
85243	UNIFIRST CORPORATION	JPAP12	12/08/2023	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	44.14
85243	UNIFIRST CORPORATION	JPAP12	12/08/2023	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	33.29
						Totals for 85243		132.33
85244	UW OSHKOSH - CASHIER	JPAP12	12/08/2023	FALL TUITION FOR CAPP CLASS #43665	10 E 400 387 431000 000	GENERAL FUND/TRANSFER TO STATE/Gen Tuition-Non-Open Enrollmen	0	4,882.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
							Totals for 85244	4,882.50
85245	WISCONSIN ASSOC OF S	JPAP12	12/08/2023	2023 FALL REGIONAL (REIERSON & FIETZER)	10 E 800 940 231100 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOARD MEMBERS	0	84.00
							Totals for 85245	84.00
85246	WEX BANK - GLOBAL FL	JPAP12	12/08/2023	ALL OTHER FUEL	10 E 800 348 254500 000	GENERAL FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS	0	231.53
							Totals for 85246	231.53
85247	WISCONSIN SCTF	P9	12/15/2023	Payroll accrual	10 L 811686	GENERAL FUND/GARNISHMENT DEDUCTION	0	524.75
							Totals for 85247	524.75
85248	BLOCK, EMILY	JPAP12	12/15/2023	MICHAEL - Piano Accompaniment for The Addams Family Musical for Emily Block	10 E 400 310 125400 000	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	4002400098	300.00
							Totals for 85248	300.00
85249	CASH	JPAP12	12/15/2023	LWHS PETTY CASH	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	100.00
85249	CASH	JPAP12	12/15/2023	LWHS PETTY CASH	10 E 800 353 260000 000	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	6.75
							Totals for 85249	106.75
85250	FOLLETT SCHOOL SOLUT	JPAP12	12/15/2023	Destiny Discover Renewal for Online Card Catalog	10 E 800 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	8002400040	3,194.76
							Totals for 85250	3,194.76
85251	HEID MUSIC CO	JPAP12	12/15/2023	CHULA - Replacing Broken Clarinet Mouth piece	10 E 200 310 125500 000	GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC	4002400097	25.00
							Totals for 85251	25.00
85252	LIQUIDATORS PLUS	JPAP12	12/15/2023	MICHAEL E - T-Shirts for The Addams Family Cast and Crew	10 E 400 411 125400 000	GENERAL FUND/GENERAL	4002400083	444.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						SUPPLIES/VOCAL MUSIC		
						Totals for 85252		444.00
85253	MWSCO	JPAP12	12/15/2023	KOEHLER - Gas, gloves and abrasives from MWSCO	10 E 400 411 136000 000	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	4002400075	1,156.70
						Totals for 85253		1,156.70
85254	TOWN OF LITTLE WOLF,	JPAP12	12/15/2023	STEP PROGRAM - DEC. 1, 2022 - NOV. 30, 2023	80 E 800 381 390000 687	COMMUNITY SERVICE FUND/TRANSFER TO MUNICIPALITY/OTHER COMMUNITY SERVICES	0	214.50
						Totals for 85254		214.50
85255	SPRAGUE, ALAN	JPAP12	12/19/2023	Varsity Girls Basketball Official on 12/15/23 vs Shiocton	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
						Totals for 85255		90.00
85256	ABRAHAMSON BODY & EQ	JPAP12	12/22/2023	KOEHLER - Steel from Abrahamson's	10 E 400 411 136000 000	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	4002400073	1,660.00
						Totals for 85256		1,660.00
85257	ALLIANT ENERGY	JPAP12	12/22/2023	MES GAS BILLS	10 E 101 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	1012400032	3,250.78
85257	ALLIANT ENERGY	JPAP12	12/22/2023	MES ELECTRIC BILLS	10 E 101 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012400032	5,029.12
85257	ALLIANT ENERGY	JPAP12	12/22/2023	GAS AND ELECTRIC FOR PAES LAB	27 E 400 331 253300 341	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	272400032	83.80
85257	ALLIANT ENERGY	JPAP12	12/22/2023	GAS AND ELECTRIC FOR PAES LAB	27 E 400 336 253300 341	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS	272400032	49.32
85257	ALLIANT ENERGY	JPAP12	12/22/2023	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN	4002400024	4,951.16

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85257	ALLIANT ENERGY	JPAP12	12/22/2023	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	HEAT/OPERATION GENERAL FUND/ELECTRICITY OTHER THAN	4002400024	3,735.09
85257	ALLIANT ENERGY	JPAP12	12/22/2023	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	HEAT/OPERATION GENERAL FUND/ELECTRICITY OTHER THAN	4002400024	9.84
85257	ALLIANT ENERGY	JPAP12	12/22/2023	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	HEAT/OPERATION GENERAL FUND/ELECTRICITY OTHER THAN	4002400024	7.43
85257	ALLIANT ENERGY	JPAP12	12/22/2023	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	HEAT/OPERATION GENERAL FUND/ELECTRICITY OTHER THAN	4002400024	9.84
85257	ALLIANT ENERGY	JPAP12	12/22/2023	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	HEAT/OPERATION GENERAL FUND/ELECTRICITY OTHER THAN	4002400024	7.43
85257	ALLIANT ENERGY	JPAP12	12/22/2023	LWHS/MMS GAS BILLS	10 E 400 331 253000 000	HEAT/OPERATION GENERAL FUND/GAS FOR HEAT/OPERATION	4002400025	2,558.62
85257	ALLIANT ENERGY	JPAP12	12/22/2023	LWHS/MMS GAS BILLS	10 E 200 331 253000 000	HEAT/OPERATION GENERAL FUND/GAS FOR HEAT/OPERATION	4002400025	1,930.19
Totals for 85257								21,622.62
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	PBIS AND CENTRAL SUPPLY ITEMS	10 E 101 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012400077	147.08
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	PBIS AND CENTRAL SUPPLY ITEMS	10 E 101 411 241000 683	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	1012400077	8.88
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	Drill, screws, monitor, laptop,	10 E 800 481 295000 000	GENERAL FUND/ADMINISTRATIVE TECHNOLOGY SERV	8002400041	1,644.36
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	KOEHLER - Supplies for Tech Ed - Gloves, welding contact	10 E 400 411 136000 000	GENERAL FUND/GENERAL	4002400095	209.02

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	tips, safety glasses and grinding belts from Amazon monitors, headsets, laptop, desktop, cases, cart	10 E 800 581 295000 000	SUPPLIES/TECHNOLOGY EDUCATION GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRATIVE TECHNOLOGY SERV	8002400039	202.12
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	monitors, headsets, laptop, desktop, cases, cart	10 E 800 480 295000 000	GENERAL FUND/NON-CAPITAL TECHNOLOGY/ADMINISTRATIVE TECHNOLOGY SERV	8002400039	197.91
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	HS/MS Office Supplies Restock - kleenex, white out, rulers, stapler, card stock, etc	10 E 400 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM	4002400093	238.98
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	HS/MS Office Supplies Restock - kleenex, white out, rulers, stapler, card stock, etc	10 E 200 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM	4002400093	180.11
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	monitors, headsets, laptop, desktop, cases, cart	10 E 800 581 295000 000	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRATIVE TECHNOLOGY SERV	8002400039	1,345.69
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	monitors, headsets, laptop, desktop, cases, cart	10 E 800 480 295000 000	GENERAL FUND/NON-CAPITAL TECHNOLOGY/ADMINISTRATIVE TECHNOLOGY SERV	8002400039	1,317.53
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	HS/MS Office Supplies - Toshiba Staple cartridges for the multifunctional device	10 E 400 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM	602400041	61.42
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	HS/MS Office Supplies - Toshiba Staple cartridges for the multifunctional device	10 E 200 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM	602400041	46.34
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	KOEHLER - Supplies for Tech	10 E 400 411 136000 000	GENERAL	4002400094	161.87



CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT	
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	Ed - polycrylic wood finish, 2 capacitors, foam brushes, linseed oil ninja, laptop, mice, monitor brackets,	10 E 400 440 136000 517	FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION GENERAL	8002400043	326.17	
85259	AMAZON CAPITAL SERVI	JPAP12	12/22/2023	ninja, laptop, mice, monitor brackets,	10 E 800 481 295000 000	FUND/NON-CAPITAL EQUIPMENT/TECHNOLOGY EDUCATION GENERAL	8002400043	499.35	
								Totals for 85259	6,586.83
85260	AUBURNDALE HS	JPAP12	12/22/2023	WRESTLING GAME ON 12/16/2023	10 E 400 940 162203 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOYS WRESTLING	0	200.00	
								Totals for 85260	200.00
85261	ROBERT W BAIRD & CO	JPAP12	12/22/2023	STATE REPORTING SUPPOSTRT 9/20, 9/22, 9/28, 11/9, 12/7	10 E 800 310 232100 000	GENERAL FUND/PERSONAL SERVICES/OFFICE OF SUPERINTENDENT	0	975.00	
								Totals for 85261	975.00
85262	CENTURY LINK	JPAP12	12/22/2023	LONG DISTANCE SERVICE - MONTHLY	10 E 800 355 260000 000	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400018	42.64	
								Totals for 85262	42.64
85263	C.E.S.A. #9	JPAP12	12/22/2023	WI VIRTUAL SCHOOL OCTOBER 2023 ENROLLMENTS	10 E 400 386 431000 000	GENERAL FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen	0	580.00	
								Totals for 85263	580.00
85264	CHIPPEWA VALLEY SPOR	JPAP12	12/22/2023	Wrestling Mat Tape	10 E 400 411 162203 000	GENERAL FUND/GENERAL SUPPLIES/BOYS WRESTLING	4002400090	490.00	
								Totals for 85264	490.00
85265	DEPARTMENT OF ADMINI	JPAP12	12/22/2023	FOR TEACH SERVICES	10 E 800 358 295000 000	GENERAL FUND/ON-LINE COMMUNICATIONS/ADMIN	0	1,500.00	

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						ISTRATIVE TECHNOLOGY SERV		
						Totals for 85265		1,500.00
85266	FOLLETT CONTENT SOLU	JPAP12	12/22/2023	Fall Book Order	10 E 400 432 222200 031	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4002400085	329.36
85266	FOLLETT CONTENT SOLU	JPAP12	12/22/2023	Fall Book Order	10 E 101 432 222200 031	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	1012400072	1,518.22
85266	FOLLETT CONTENT SOLU	JPAP12	12/22/2023	Fall Book Order	10 E 200 432 222200 031	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	2002400009	713.69
85266	FOLLETT CONTENT SOLU	JPAP12	12/22/2023	Fall Book Order	10 E 400 432 222200 031	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4002400085	316.83
						Totals for 85266		2,878.10
85267	J.F. AHERN CO.	JPAP12	12/22/2023	MES FIRE EQUIPMENT INSPECTION	10 E 101 324 254490 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/NONINSTR EQIP REPAI	0	173.00
85267	J.F. AHERN CO.	JPAP12	12/22/2023	LWHS - FIRE EQUIPMENT INSPECTION	10 E 400 324 254490 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/NONINSTR EQIP REPAI	0	529.16
85267	J.F. AHERN CO.	JPAP12	12/22/2023	LWHS - FIRE EQUIPMENT INSPECTION	10 E 200 324 254490 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/NONINSTR EQIP REPAI	0	399.19
						Totals for 85267		1,101.35
85268	J.W. PEPPER & SON, I	JPAP12	12/22/2023	MICHAEL - Music for High School All Star Choir	10 E 400 411 125400 000	GENERAL FUND/GENERAL SUPPLIES/VOCAL MUSIC	4002400082	36.50
85268	J.W. PEPPER & SON, I	JPAP12	12/22/2023	MICHAEL - Music for High School All Star Choir	10 E 400 411 125400 000	GENERAL FUND/GENERAL	4002400082	100.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						SUPPLIES/VOCAL MUSIC		
						Totals for 85268		137.00
85269	KAJEET	JPAP12	12/22/2023	kajeet units	10 E 800 358 221500 163	GENERAL	8002400045	616.24
						FUND/ON-LINE COMMUNICATIONS/INSTR UCTION RELATED TECHNOLOGY		
						Totals for 85269		616.24
85270	MANAWA QUALITY FOODS	JPAP12	12/22/2023	Food receipt (2)	27 E 101 415 158000 019	SPECIAL EDUCATION	272400074	23.30
						FUND/FOOD/MULTI-CATE GORICAL		
						Totals for 85270		23.30
85271	MASTER ELECTRICAL SE	JPAP12	12/22/2023	LABOR & MATERIALS	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	304.76
85271	MASTER ELECTRICAL SE	JPAP12	12/22/2023	LABOR & MATERIALS	10 E 200 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	229.90
85271	MASTER ELECTRICAL SE	JPAP12	12/22/2023	LABOR & MATERIALS	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	98.47
85271	MASTER ELECTRICAL SE	JPAP12	12/22/2023	LABOR & MATERIALS	10 E 200 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	74.28
						Totals for 85271		707.41
85272	MCGRAW-HILL, LLC	JPAP12	12/22/2023	READING MATERIALS	10 E 101 470 122000 000	GENERAL	1012400075	3,081.56
						FUND/TEXTBOOKS & WORKBOOKS/ENGLISH LANGUAGE		
85272	MCGRAW-HILL, LLC	JPAP12	12/22/2023	READING MATERIALS	10 E 101 470 122000 000	GENERAL	1012400075	40,817.70
						FUND/TEXTBOOKS & WORKBOOKS/ENGLISH LANGUAGE		
						Totals for 85272		43,899.26
85273	MULTI MEDIA CHANNELS	JPAP12	12/22/2023	NOTICE OF SPRING ELECTION	10 E 800 354 263000 000	GENERAL	0	63.64
						FUND/PRINTING AND BINDING/INFORMATION		
85273	MULTI MEDIA CHANNELS	JPAP12	12/22/2023	BOARD OF EDUCATION VACANCY	10 E 800 354 263000 000	GENERAL	0	58.74

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						FUND/PRINTING AND BINDING/INFORMATION		
						Totals for 85273		122.38
85274	S & S EXCAVATING	JPAP12	12/22/2023	50 TON SALT	10 E 800 411 253200 000	GENERAL	0	5,000.00
						FUND/GENERAL SUPPLIES/SITES		
						Totals for 85274		5,000.00
85275	SOLIANT	JPAP12	12/22/2023	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION	8002400035	701.25
						FUND/PERSONAL SERVICES/SPEECH/LANG UAGE		
85275	SOLIANT	JPAP12	12/22/2023	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION	8002400035	680.00
						FUND/PERSONAL SERVICES/SPEECH/LANG UAGE		
						Totals for 85275		1,381.25
85276	UNIFIRST CORPORATION	JPAP12	12/22/2023	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 101 329 253000 000	GENERAL	1012400045	54.90
						FUND/CLEANING SERVICES/OPERATION		
85276	UNIFIRST CORPORATION	JPAP12	12/22/2023	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 400 329 253000 000	GENERAL	4002400052	44.14
						FUND/CLEANING SERVICES/OPERATION		
85276	UNIFIRST CORPORATION	JPAP12	12/22/2023	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 200 329 253000 000	GENERAL	4002400052	33.29
						FUND/CLEANING SERVICES/OPERATION		
						Totals for 85276		132.33
85277	UW OSHKOSH - CASHIER	JPAP12	12/22/2023	WRESTLING INVITATIONAL ON 12/29/23	10 E 400 940 162203 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOYS WRESTLING	0	420.00
						Totals for 85277		420.00
85278	WIS INTERSCHOL ATHLE	JPAP12	12/22/2023	Sportsmanship Summit	10 E 400 940 160000 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	4002400071	150.00
						Totals for 85278		150.00
85279	WISCONSIN DEPT OF RE	JPAP12	12/22/2023	BUSINESS TAX REGISTRATION PAYMENT FOR END DATE 1/31/2026	10 E 800 941 252000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	10.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
							Totals for 85279	10.00
85280	WISCONSIN HERD	JPAP12	12/22/2023	TICKETS WITH MEAL FOR WISCONSIN HERD GAME JANUARY 17, 2024	10 E 101 943 110000 000	GENERAL FUND/PUPIL DUES AND FEES/UNDIFFERENTIATE D CURRICULUM	1012400078	2,096.00
							Totals for 85280	2,096.00
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MS/LWHS DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	116.65
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MES DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	217.45
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MES DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	284.65
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MS/LWHS DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	116.65
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MES DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	183.85
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MS/LWHS DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	150.25
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MES DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	284.65
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MES DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	217.45
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MS/LWHS DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	150.25
85281	ENGELHARDT DAIRY OF	JPAP12	12/22/2023	MS/LWHS DAIRY PRODUCTS	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	80.43
							Totals for 85281	1,802.28
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD	0	950.19

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85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD SUPPLIES	50 E 800 415 257000 000	SERVICES FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,146.82
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	8.12
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	49.11
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	75.42
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	USDA COMMODITY ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	76.50
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	USDA COMMODITY ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	68.00
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	USDA COMMODITY ORDER	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	89.25
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	98.28
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,235.18
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	33.15
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,947.86
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	96.11
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD	0	955.55

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85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 410 257000 000	SERVICES FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	89.92
85282	PERFORMANCE FOODSERV	JPAP12	12/22/2023	FOOD AND NON FOOD SUPPLIES	50 E 800 415 257000 000	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,810.23
							Totals for 85282	8,729.69
85284	WISCONSIN SCTF	P9	12/29/2023	Payroll accrual	10 L 811686	GENERAL FUND/GARNISHMENT DEDUCTION	0	225.89
85284	WISCONSIN SCTF	P9	12/29/2023	Payroll accrual	80 L 811686	COMMUNITY SERVICE FUND/GARNISHMENT DEDUCTION	0	177.46
							Totals for 85284	403.35
85285	DELTA DENTAL-VISION	JPAP12	12/28/2023	JANUARY 2024 VISION INSURANCE	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	550.04
85285	DELTA DENTAL-VISION	JPAP12	12/28/2023	COBRA VISION INSURANCE JANUARY 2024	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	4.78
							Totals for 85285	554.82
85286	SCHOOL DISTRICT OF N	JPAP12	12/28/2023	GIRLS CROSS CONTRY GAME ON 9/16/23	10 E 400 940 162001 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	100.00
							Totals for 85286	100.00
85287	WCA GROUP HEALTH TRU	JPAP12	12/28/2023	JANUARY 2024 HEALTH INSURANCE PREMIUMS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	97,734.24
							Totals for 85287	97,734.24
85288	WISCONSIN HIGH SCHOO	JPAP12	12/28/2023	WRIGHT - ESPORTS membership dues (pay online - see invoice)	10 E 400 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400107	100.00
							Totals for 85288	100.00
202300125	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,637.95
202300125	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,681.33

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300125	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	382.63
202300125	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,637.95
202300125	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,681.33
202300125	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	382.63
							Totals for 202300125	23,403.82
202300140	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,180.75
202300140	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,783.40
202300140	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	442.91
202300140	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,180.75
202300140	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,783.40
202300140	WISCONSIN RETIREMENT	NOVWRS	12/27/2023	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	442.91
							Totals for 202300140	22,814.12
202300145	DIVERSIFIED BENEFIT	JPWI12	12/01/2023	HRA CLAIMS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	866.39
							Totals for 202300145	866.39
202300147	DELTA DENTAL OF WISC	JPWI12	12/06/2023	DENTAL CLAIMS	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,354.97
							Totals for 202300147	2,354.97
202300148	DIVERSIFIED BENEFIT	JPWI12	12/08/2023	HRA CLAIMS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	1,283.73
							Totals for 202300148	1,283.73



CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300149	EMPLOYEE BENEFITS CO	JPWI12	12/08/2023	POST EMPLOYMENT & DEPENDENT CARE	10 L 811654	GENERAL FUND/FLEX PLAN SY23-24	0	184.21
202300149	EMPLOYEE BENEFITS CO	JPWI12	12/08/2023	POST EMPLOYMENT & DEPENDENT CARE	73 E 800 969 492000 000	EMPLOYEE BENIFIT TRUST FUND/OTHER ADJUSTMENTS/ADJUSTMENTS & REFUNDS	0	1,760.19
Totals for 202300149								1,944.40
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,102.35
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,510.47
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	346.32
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,894.93
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	353.23
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	80.99
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	529.00
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	84.24
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	8,719.34
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,124.63
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	95.35

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						FUND/FEDERAL INCOME TAX		
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,894.93
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	353.23
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	80.99
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,102.35
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,510.47
202300150	INTERNAL REVENUE SER	P9	12/15/2023	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	346.32
						Totals for 202300150		35,154.14
202300151	WEA TAX SHELTERED AN	P9	12/15/2023	Payroll accrual	10 L 811683	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300151	WEA TAX SHELTERED AN	P9	12/15/2023	Payroll accrual	10 L 811683	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
						Totals for 202300151		275.00
202300152	WISCONSIN DEPT OF RE	P9	12/15/2023	Payroll accrual	10 L 811613	GENERAL FUND/STATE INCOME TAX	0	120.00
202300152	WISCONSIN DEPT OF RE	P9	12/15/2023	Payroll accrual	27 L 811613	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300152	WISCONSIN DEPT OF RE	P9	12/15/2023	Payroll accrual	10 L 811613	GENERAL FUND/STATE INCOME TAX	0	4,997.44
202300152	WISCONSIN DEPT OF RE	P9	12/15/2023	Payroll accrual	27 L 811613	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	744.48
202300152	WISCONSIN DEPT OF RE	P9	12/15/2023	Payroll accrual	50 L 811613	FOOD SERVICE FUND/STATE INCOME TAX	0	101.77
						Totals for 202300152		5,968.69
202300154	WEA MEMBER BENEFIT T	P9	12/15/2023	Payroll accrual	10 L 811656	GENERAL FUND/WEA	0	40.00

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						TRUST ADVANTAGE		
						Totals for 202300154		40.00
202300155	EMPOWER RETIREMENT	P9	12/15/2023	Payroll accrual	10 L 811655	GENERAL	0	50.00
						FUND/HARTFORD INS - TSA/ROTH		
						Totals for 202300155		50.00
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,974.77
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	415.46
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	119.76
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	5.90
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,443.96
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,776.53
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	512.08
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	25.23
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,443.96
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,776.53
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	512.08
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	25.23

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,974.77
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	415.46
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	119.76
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	80 L	811611 COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	5.90
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	10 L	811612 GENERAL FUND/FEDERAL INCOME TAX	0	539.00
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	27 L	811612 SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	84.24
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	50 L	811612 FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	10 L	811612 GENERAL FUND/FEDERAL INCOME TAX	0	8,940.29
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	27 L	811612 SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,339.28
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	50 L	811612 FOOD SERVICE FUND/FEDERAL INCOME TAX	0	265.32
202300156	INTERNAL REVENUE SER	P9	12/29/2023	Payroll accrual	80 L	811612 COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	0.00
Totals for 202300156								37,740.51
202300157	WEA TAX SHELTERED AN	P9	12/29/2023	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300157	WEA TAX SHELTERED AN	P9	12/29/2023	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
Totals for 202300157								275.00
202300158	WISCONSIN DEPT OF RE	P9	12/29/2023	Payroll accrual	10 L	811613 GENERAL FUND/STATE	0	120.00

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202300158	WISCONSIN DEPT OF RE	P9	12/29/2023	Payroll accrual	27 L 811613	INCOME TAX SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300158	WISCONSIN DEPT OF RE	P9	12/29/2023	Payroll accrual	10 L 811613	GENERAL FUND/STATE INCOME TAX	0	5,158.20
202300158	WISCONSIN DEPT OF RE	P9	12/29/2023	Payroll accrual	27 L 811613	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	913.68
202300158	WISCONSIN DEPT OF RE	P9	12/29/2023	Payroll accrual	50 L 811613	FOOD SERVICE FUND/STATE INCOME TAX	0	219.17
202300158	WISCONSIN DEPT OF RE	P9	12/29/2023	Payroll accrual	80 L 811613	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
						Totals for 202300158		6,416.05
202300160	WEA MEMBER BENEFIT T	P9	12/29/2023	Payroll accrual	10 L 811656	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202300160		40.00
202300161	EMPOWER RETIREMENT	P9	12/29/2023	Payroll accrual	10 L 811655	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202300161		50.00
232400093	ETZWILER-KEALIHHER, M	JPAP12	12/01/2023	MR. E-K REIMBURSEMENT FOR SHEET MUSIC	10 E 101 411 125000 000	GENERAL FUND/GENERAL SUPPLIES/GENERAL MUSIC	1012400073	52.14
						Totals for 232400093		52.14
232400094	LITCHFIELD, LANCE	JPAP12	12/01/2023	Storage Cages Key Duplicates	10 E 400 411 162000 000	GENERAL FUND/GENERAL SUPPLIES/GENERAL ATHLETICS	4002400081	46.41
						Totals for 232400094		46.41
232400095	PERSELLS, HOPE	JPAP12	12/01/2023	CESA 6 INDUCTION PROGRAM	27 E 200 342 221300 341	SPECIAL EDUCATION FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	0	65.50
						Totals for 232400095		65.50
232400096	PETHKE, ARTHUR	JPAP12	12/01/2023	PARTS TO REPAIR THE FLOOR	10 E 400 411 253000 000	GENERAL	0	11.96

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				CLEANER		FUND/GENERAL SUPPLIES/OPERATION		
232400096	PETHKE, ARTHUR	JPAP12	12/01/2023	PARTS TO REPAIR THE FLOOR CLEANER	10 E 200 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	9.02
							Totals for 232400096	20.98
232400097	KOSCIUK, GREGORY	JPAP12	12/05/2023	GIRLS VARSITY BASKETBALL OFFICIAL ON 12/1/23 VS IOLA-SCANDINAVIA	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
							Totals for 232400097	90.00
232400098	SIMONIS, JEROME	JPAP12	12/05/2023	GIRLS JV BASKETBALL OFFICIAL ON 12/1/23 VS IOLA-SCANDINAVIA	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
							Totals for 232400098	50.00
232400099	SLEEPER, MICHAEL	JPAP12	12/05/2023	GIRLS JV BASKETBALL OFFICIAL ON 12/1/23 VS IOLA-SCANDINAVIA	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
							Totals for 232400099	50.00
232400100	Hagberg, Gary	JPAP12	12/06/2023	BOYS JV BASKETBALL OFFICIAL ON 12/5/23 VS MENOMINEE INDIAN	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
							Totals for 232400100	50.00
232400101	SIMONIS, JEROME	JPAP12	12/06/2023	BOYS JV BASKETBALL OFFICIAL ON 12/5/23 VS MENOMINEE INDIAN	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
							Totals for 232400101	50.00
232400102	WENIG, ALBERT	JPAP12	12/06/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/5/23 VS MENOMINEE INDIAN	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
							Totals for 232400102	90.00
232400103	WENIG, JOHN	JPAP12	12/06/2023	BOYS VARSITY SKETBALL OFFICIAL ON 12/5/23 VS MENOMINEE INDIAN	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS	0	90.00

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						BASKETBALL		
						Totals for 232400103		90.00
232400104	ANDERSON, MEGAN	JPAP12	12/08/2023	SUPPLIES FOR SPECIAL ED DOG TREATS BEING SOLD AT THE CRAFT FAIR	27 E 101 411 158000 019	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	0	21.99
232400104	ANDERSON, MEGAN	JPAP12	12/08/2023	SUPPLIES FOR SPECIAL ED DOG TREATS BEING SOLD AT THE CRAFT FAIR	27 E 101 415 158000 019	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	0	27.83
						Totals for 232400104		49.82
232400105	GERVAIS, PETER	JPAP12	12/08/2023	MS BOYS BASKETBALL OFFICIAL ON 12/7/23 VS SHIOCTON	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
						Totals for 232400105		60.00
232400106	SIMONIS, JEROME	JPAP12	12/08/2023	MS BOYS BASKETBALL OFFICIAL ON 12/7/23 VS SHIOCTON	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
						Totals for 232400106		60.00
232400107	CHASE, THOMAS	JPAP12	12/15/2023	BOYS JV BASKETBALL OFFICIAL ON 12/8/23 VS WEYAUWEGA-FREMONT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
						Totals for 232400107		50.00
232400108	DELZER, JANET	JPAP12	12/15/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/5/23 VS MENOMINEE INDIAN	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 232400108		90.00
232400109	FAHSER, JEFF	JPAP12	12/15/2023	BOYS JV BASKETBALL OFFICIAL ON 12/8/23 VS WEYAUWEGA-FREMONT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
						Totals for 232400109		50.00
232400110	MACH, DENNIS	JPAP12	12/15/2023	BOYS MS BASKETBALL OFFICIAL ON 12/11/23 VS IOLA-SCANDINAVIA	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00

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							Totals for 232400110	60.00
232400111	SALVESON-KREPLINE, T	JPAP12	12/15/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/8/23 VS WEYAUWEGA-FREMONT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
							Totals for 232400111	90.00
232400112	SIMONIS, JEROME	JPAP12	12/15/2023	BOYS MS BASKETBALL OFFICIAL ON 12/11/23 VS IOLA-SCANDINAVIA	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
							Totals for 232400112	60.00
232400113	SPECHT, COLIN	JPAP12	12/15/2023	BOYS JV BASKETBALL OFFICIAL ON 12/12/23 VS ADAMS-FRIENDSHIP	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
							Totals for 232400113	50.00
232400114	STONEBURNER, TY	JPAP12	12/15/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/8/23 VS WEYAUWEGA-FREMONT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
							Totals for 232400114	90.00
232400115	TSCHIMPERLE, PATRICK	JPAP12	12/15/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/8/23 VS WEYAUWEGA-FREMONT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
							Totals for 232400115	90.00
232400116	CHASE, THOMAS	JPAP12	12/19/2023	JV2 BOYS BASKETBALL OFFICIAL ON 12/5/23 VS MENOMINEE INDIAN	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
							Totals for 232400116	50.00
232400117	Hagberg, Gary	JPAP12	12/19/2023	JV2 BOYS BASKETBALL OFFICIAL ON 12/8/23 VS WEYAUWEGA-FREMONT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
							Totals for 232400117	50.00
232400118	HITNER, DAVID	JPAP12	12/19/2023	JV2 BOYS BASKETBALL OFFICIAL ON 12/15/23 VS MOSINEE	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS	0	50.00



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						BASKETBALL		
						Totals for 232400118		50.00
232400119	STONEBURNER, TY	JPAP12	12/19/2023	JV2 BOYS BASKETBALL OFFICIAL ON 12/8/23 VS WEYAUWEGA-FREMONT	10 E 400 310 162202 000	GENERAL	0	50.00
						FUND/PERSONAL		
						SERVICES/BOYS		
						BASKETBALL		
						Totals for 232400119		50.00
232400120	VAN DAALWYK, WILLIAM	JPAP12	12/19/2023	JV2 BOYS BASKETBALL OFFICIAL ON 12/5/23 VS MENOMINEE INDIAN	10 E 400 310 162202 000	GENERAL	0	50.00
						FUND/PERSONAL		
						SERVICES/BOYS		
						BASKETBALL		
						Totals for 232400120		50.00
232400121	VREDEVELD, STEVEN	JPAP12	12/19/2023	JV2 BOYS BASKETBALL OFFICIAL ON 12/15/23 VS MOSINEE	10 E 400 310 162202 000	GENERAL	0	50.00
						FUND/PERSONAL		
						SERVICES/BOYS		
						BASKETBALL		
						Totals for 232400121		50.00
232400122	GRUSE, JOSEPH	JPAP12	12/19/2023	VARSIY GIRLS BASKETBALL OFFICIAL ON 12/15/23 VS SHIOCTON	10 E 400 310 162102 000	GENERAL	0	90.00
						FUND/PERSONAL		
						SERVICES/GIRLS		
						BASKETBALL		
						Totals for 232400122		90.00
232400123	KRAUSE, JONATHAN	JPAP12	12/19/2023	VARSIY GIRLS BASKETBALL OFFICIAL ON 12/1/23 VS IOLA-SCANDINAVIA	10 E 400 310 162102 000	GENERAL	0	90.00
						FUND/PERSONAL		
						SERVICES/GIRLS		
						BASKETBALL		
						Totals for 232400123		90.00
232400124	SIMONIS, JEROME	JPAP12	12/19/2023	JV GIRLS BASKETBALL OFFICIAL ON 12/15/23 VS SHIOCTON	10 E 400 310 162102 000	GENERAL	0	50.00
						FUND/PERSONAL		
						SERVICES/GIRLS		
						BASKETBALL		
						Totals for 232400124		50.00
232400125	SWIATNICKI, RONALD	JPAP12	12/19/2023	VARSIY GIRLS BASKETBALL OFFICIAL ON 12/15/23 VS SHIOCTON	10 E 400 310 162102 000	GENERAL	0	90.00
						FUND/PERSONAL		
						SERVICES/GIRLS		
						BASKETBALL		
						Totals for 232400125		90.00
232400126	TOMLINSON, JACK	JPAP12	12/19/2023	JV GIRLS BASKETBALL OFFICIAL ON 12/15/23 VS SHIOCTON	10 E 400 310 162102 000	GENERAL	0	50.00
						FUND/PERSONAL		

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						SERVICES/GIRLS BASKETBALL		
						Totals for 232400126		50.00
232400127	BLODGETT, ANDREW	JPAP12	12/22/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/12/23 VS ADAMS-FRIENDSHIP	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
232400127	BLODGETT, ANDREW	JPAP12	12/22/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/12/23 VS ADAMS-FRIENDSHIP	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
						Totals for 232400127		140.00
232400128	CHASE, THOMAS	JPAP12	12/22/2023	BOYS JV BASKETBALL OFFICIAL ON 12/21/23 VS WILD ROSE	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
						Totals for 232400128		50.00
232400129	CORDES, SANDRA	JPAP12	12/22/2023	LAB SUPPLIES: FOOD SCIENCE/PAY/LEADERSHIP/WORKSTU DY/ANIMAL SCIENCE	10 E 400 411 131000 000	GENERAL FUND/GENERAL SUPPLIES/AGRICULTURE	0	124.00
232400129	CORDES, SANDRA	JPAP12	12/22/2023	CLASSROMM LAB SUPPLIES FOR AGRICULTURE	10 E 400 411 131000 000	GENERAL FUND/GENERAL SUPPLIES/AGRICULTURE	0	364.77
						Totals for 232400129		488.77
232400130	DERRICKS, ELLIOTT	JPAP12	12/22/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/21/23 VS WILD ROSE	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 232400130		90.00
232400131	FAHSER, JEFF	JPAP12	12/22/2023	BOYS JV BASKETBALL OFFICIAL ON 12/21/23 VS WILD ROSE	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
						Totals for 232400131		50.00
232400132	JAGLINSKI, BRYCE	JPAP12	12/22/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/19/23 VS GILLETT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
232400132	JAGLINSKI, BRYCE	JPAP12	12/22/2023	BOYS JV BASKETBALL OFFICIAL	10 E 400 310 162202 000	GENERAL	0	50.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				ON 12/19/23 VS GILLETT		FUND/PERSONAL SERVICES/BOYS BASKETBALL		
						Totals for 232400132		140.00
232400133	JOHNSTON, ROBERT	JPAP12	12/22/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/21/23 VS WILD ROSE	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 232400133		90.00
232400134	MAULE, GEORGE	JPAP12	12/22/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/19/23 VS GILLETT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 232400134		90.00
232400135	NILLISSEN, TERRY	JPAP12	12/22/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/19/23 VS GILLETT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
232400135	NILLISSEN, TERRY	JPAP12	12/22/2023	BOYS JV BASKETBALL OFFICIAL ON 12/19/23 VS GILLETT	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
						Totals for 232400135		140.00
232400136	STRIKE, ERIC	JPAP12	12/22/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 12/21/23 VS WILD ROSE	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 232400136		90.00
						Totals for checks		494,536.11

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	215,141.46	0.00	206,306.21	421,447.67
21	Special Revenue Trust Fund	0.00	0.00	161.00	161.00
27	SPECIAL EDUCATION FUND	19,341.39	0.00	13,458.21	32,799.60
50	FOOD SERVICE FUND	4,500.99	0.00	24,598.49	29,099.48
73	EMPLOYEE BENIFIT TRUST FUND	0.00	0.00	1,760.19	1,760.19
80	COMMUNITY SERVICE FUND	239.72	0.00	9,028.45	9,268.17
***	Fund Summary Totals ***	239,223.56	0.00	255,312.55	494,536.11

\*\*\*\*\* End of report \*\*\*\*\*



<b>REVENUE(S)</b>						
<b>Grants</b>		<b>Allocation (23-24)</b>	<b>Carryover Amount</b>	<b>Remaining to Claim (not claimed)</b>		
Homeless Children & Youth II		\$6,140.00		\$166.82		
Carl Perkins (Tech. Ed)		\$8,014.00		\$8,014.00		
ESSER III		\$811,111.00		\$811,111.00		
Title I - (Reading/Math)		\$143,539.00		\$143,539.00		
Title II - (Professional Dev.)		\$25,152.00		\$25,152.00		
Title III		\$360.00		\$360.00		
Title IV - (Student Support & Enrichment)		\$10,000.00		\$10,000.00		
DEA Flow Through (SPED)	Fund 27	\$186,544.00		\$186,544.00		
IDEA Preschool	Fund 27	\$8,516.00				
<b>EXPENDITURE(S)</b>				2023-24	2023-24	
		<b>OBJECT Code</b>		<b>Budgeted</b>	<b>FY Activity</b>	
Salaries	Fund 10 & 27	100's		3,662,317.00	1,811,447.84	
Benefits	Fund 10 & 27	200's		1,546,497.00	741,983.03	
Purchased Services	Fund 10 & 27	300's		3,263,978.37	797,023.51	
Non-Capital Objects	Fund 10 & 27	400's		397,049.63	232,449.95	
Capital Objects	Fund 10 & 27	500's		292,940.75	150,742.97	
Insurance & Judgments	Fund 10 & 27	700's		108,673.25	99,344.75	
Transfers (i.e. to Fund 27, 46, et	Fund 10 & 27	800's		763,159.31	1,606.32	
Other (Dues & Fees)	Fund 10 & 27	900's		46,566.20	24,676.88	
		Total:			3,859,275.25	
				2023-24	2023-24	
		<b>OBJECT Code</b>		<b>Budgeted</b>	<b>FY Activity</b>	
Salaries	Fund 50	100's		128,002.79	62,357.35	
Benefits	Fund 50	200's		44,504.58	24,091.66	
	Fund 50	300's		30,209.98	1,743.62	
Food	Fund 50	400's		157,764.32	60,514.08	
Capital Equipment	Fund 50	500's		123,672.02	720.00	
		900's		0	1606.32	
		Total:			151,033.03	

## Human Resources - Personnel Changes Chart

<b>New Hires</b>	<b>Position</b>	<b>Start Date</b>
<b>Resignations</b>	<b>Position</b>	<b>End Date</b>
Tammy West	Food Service Team Member	01/16/2024



Book	Policy Manual
Section	0000 Bylaws
Title	Copy of BOUNDARIES
Code	po0113
Status	Proposed to Policy & Human Resources Committee
Adopted	April 25, 2016
Last Reviewed	December 6, 2023

**0113 - BOUNDARIES**

The School District of Manawa is comprised of the following areas: City of Manawa, Townships of Little Wolf, Helvetia, Union, St. Lawrence, ~~Ogdensburg~~, Royalton, Mukwa, Bear Creek, ~~and~~ Lebanon **and Village of Ogdensburg**.

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**Last Modified by Ryan Peterson on November 30, 2023**







Book Policy Manual  
 Section Vol. 32, No. 2, July 2023  
 Title Revised Bylaw - Vol. 32, No. 2, July 2023 - ELECTORAL PROCESS  
 Code po0142.1  
 Status Proposed to Policy & Human Resources Committee  
 Adopted April 25, 2016  
 Last Revised December 6, 2023  
 Last Reviewed December 6, 2023

**Revised Bylaw - Vol. 32, No. 2**

**0142.1 - ELECTORAL PROCESS**

Members of the Board of Education elections are held shall be elected annually at during the spring election on the first Tuesday in April in a manner that is consistent with State law.

The Board shall consist of seven (7) members elected by the voters of the District by ballot in compliance with State law at the Spring election. The number of members elected each year shall maintain a two-two-three (2-2-3) sequence.

Board member representation shall be according to the established plan of apportionment, with six (6) members representing specific geographical areas and one (1) member representing the full District. Representation shall be apportioned with one (1) Board member from each of the following:

	Zone 1	City of Manawa
	Zone 2	Township of Little Wolf
	Zone 3	Townships of Helvetia and Union
	Zone 4	Townships of St. Lawrence and Village of Ogdensburg
	Zone 5	Townships of Royalton and Mukwa
	Zone 6	Townships of Bear Creek and Lebanon
	At-Large	Represents Entire District

**Declaration of Candidacy**





Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Bylaw - Vol. 32, No. 2, July 2023 - PUBLIC EXPRESSION OF BOARD MEMBERS
Code	po0143.1
Status	Proposed to Policy & Human Resources Committee
Adopted	October 1, 2015
Last Revised	June 19, 2017
Last Reviewed	December 6, 2023

### **Revised Bylaw - Vol. 32, No. 2**

#### **0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS**

The Board President functions as the official spokesperson for the Board.  (see Bylaw 0144.5 - Board Member Behavior and Code of Conduct)

From time-to-time, however, individual Board members make public statements,  or statements to individuals, on school matters:

- A. to local media;
- B. on social media;
- C.  to members of the community;
- D. to local officials and/or State officials.

Sometimes the public statements,  or statements to individuals, by Board members imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents may cause issues for the member, the Board, as well as the District. Therefore, Board members should, when writing or speaking on school matters on social media, to the media,  members of the community, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
- B. routine, not for publication, correspondence of the District Administrator and other Board employees
- C. routine "thank you" letters of the Board
- D. statements by Board members on ~~nonschool~~  non-school matters (providing the statements do not identify the author as a member of the Board)
- E. personal statements not intended for publication

Copies of this bylaw shall be sent annually to local media by the Board President.

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**Last Modified by Ryan Peterson on November 30, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Bylaw - Vol. 32, No. 2, July 2023 - CONFLICT OF INTEREST
Code	po0144.3
Status	Proposed to Policy & Human Resources Committee
Adopted	April 25, 2016
Last Revised	January 17, 2022
Last Reviewed	December 6, 2023

### **Revised Bylaw - Vol. 32, No. 2**

#### **0144.3 - CONFLICT OF INTEREST**

Board of Education members shall perform their official duties in an ethical manner and free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use his/her/their position as a Board member to obtain financial gain or anything of substantial value for himself/herself/themself, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which s/he/the Board member is associated;
- B. no Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the Board member's actions;
- C. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her/the Board member's duties and responsibilities in the school system and as a public officer;
- D. when a member of the Board determines that the possibility of such a personal or financial interest conflict exists, s/he/the Board member should, prior to the matter being considered, disclose his/her/their interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency;
- E. Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the District in an amount that exceeds \$15,000 annually or by participating in making or performing some function as a Board member with respect to a contract in which the Board member has a private pecuniary interest, unless statutory exceptions apply;
- F. no member of the Board shall hold a paid position within the School District, regardless of the type or level of position or manner of pay. ( X ) However, a Board member may serve as a volunteer coach, bus driver, or supervisor of an extra-curricular activity if the provision of 120.20, Wis. Stats., ( X ) Policy 8120 - Volunteers, [END OF OPTION] and this policy are satisfied. [END OF OPTIONAL SENTENCE] [DRAFTING NOTE: Selecting this option should be consistent with Policy 8120 - Volunteers.]

19.42(7), Wis. Stats.

19.59, Wis. Stats.

120.20, Wis. Stats.

946.13, Wis. Stats.

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Legal

19.42(7), Wis. Stats.

19.59, Wis. Stats.

120.20, Wis. Stats.

946.13, Wis. Stats.

**Last Modified by Ryan Peterson on December 6, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - DISTRICT-SPONSORED TRIPS
Code	po2340
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **2340 - DISTRICT-SPONSORED TRIPS**

The Board of Education recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

#### **Field Trips**

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by (  ) Administration ( ) the Board **[END OF OPTIONS]** and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. (  ) supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. (  ) ~~arouse~~ cultivate new interests among students;
- C. (  ) help students relate school experiences to the reality of the world outside of school;
- D. (  ) bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. (  ) afford students the opportunity to study real things and real processes in their actual environment.

[  ] Out-of-state field trips that do not include an overnight stay must be approved by (  ) the Administration ( ) the Board.

[ ] Field trips to destinations more than \_\_\_\_\_ miles from the District must be approved by the ( ) District Administrator ( ) Board.

#### **Extra-Curricular/Co-Curricular Trips**



The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the (  ) Administration ( ) athletic director ( ) Board **[END OF OPTIONS]** in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the ( ) athletic director (  ) building administrator (  ) District Administrator ( ) Board **[END OF OPTIONS]** of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets.

### Overnight Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. Overnight travel includes foreign travel. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the (  ) Principal ( ) District Administrator **[END OF OPTIONS]** in accordance with the District's overnight travel guidelines, (  ) and then must be submitted to the Board for final approval.

### Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District. **Any and all water related activities must be approved by the Principal and then must be submitted to the Board for final approval.**

### Trip Approval Process

No staff member may offer or lead any trip **as a District-sponsored trip** ~~no matter the type~~ unless the trip has been approved in the manner prescribed in this policy.

Any staff member may propose a trip by presenting details of the proposed trip to the principal. **[END OF OPTION]**

Proposals shall include the details of the trip, the cost of the trip, identify any third party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised. **[END OF OPTION]**

Any trip included in curriculum guides shall be considered to have been approved in advance. All field trips not listed in the curriculum guide must each be approved.

A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved.

### General Trip Provisions

The Board shall assume the costs of field trips; no regularly enrolled student shall be charged a fee for participation in field trips ( ) except that the school may require reimbursement for the cost of transportation **[END OF OPTION]**. Students may be charged fees, however, for other District-sponsored trips which are not part of a course of study.

Students may be charged fees for District-sponsored trips.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or District Administrator. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the District Administrator. Permission to solicit neither grants nor implies approval of the trip. (  ) Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips. **[END OF OPTION]**

The District Administrator shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A.  the safety and well-being of students;
- B.  parental permission is sought and obtained before any student leaves the District on a trip;
- C.  each trip is properly planned and, if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D.  the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E.  each trip is properly monitored;
- F.  student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G.  a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- H.  all necessary arrangements for transportation are made and any cost of transportation which will be charged to participants is approved.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's charge is imperiled  or where changes or substitutions beyond their control have frustrated the purpose of the trip **[END OF OPTION]**.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

#### **Trips Not Sponsored by the District**

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the  principal  District Administrator **[END OF OPTIONS]** to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/~~Policy 4210 - Support Staff Ethics~~.

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Legal 121.54(7), Wis. Stats.

**Last Modified by Ryan Peterson on December 6, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT
Code	po2521
Status	Proposed to Policy & Human Resources Committee
Adopted	October 17, 2016
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **2521 - SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT**

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

For purposes of this policy, the term "instructional materials" is defined as supplemental books, readings, activities, online resources, and media distributed by a classroom teacher to students for the purpose of teaching the course content in accordance with the Board-approved course of study (see Policy 2220 - Adoption of Courses of Study). Textbooks, as defined in Policy 2510 - Adoption of Textbooks, are not included in this definition or policy. Learning assessment materials designed or selected by the teacher, such as quizzes, tests, exams, worksheets, lesson plans, homework assignments, and the like, are not selected by the Board and therefore not considered instructional materials for purposes of this policy.

The term "instructional equipment" is defined as tools and apparatus used by a classroom teacher for the purpose of conveying the course content or by a student for the purpose of learning the course content. Examples of instructional equipment include, but are not limited to, computing devices, projectors, screens, smartboards, chalkboards/whiteboards, televisions, DVD/video players, overhead projectors, calculators, maps, microscopes, scientific laboratory items, balls, physical activity equipment, musical equipment, career and technical education tools and appliances, art apparatus such as kilns and easels, and the like. Expendable supplies with an expected lifespan of a school year or less, and purchased with a corresponding WUFAR accounting code in accordance with DPI regulations, are not considered instructional equipment.

Any concerns by the public regarding instructional materials and equipment shall be reviewed in accordance with Policy 9130 - Public Requests, Suggestions, or Complaints.

The Board does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in its selection of instructional materials and equipment.

The District provides instructional materials to accomplish the goals and objectives of the school system. The Board believes the District shall be responsible for providing instructional materials that meet the following standards:

- A. Enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
- B. Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- C. Provide a background of information that will enable students to make intelligent judgments in their daily lives.

- D. Provide a diversity of viewpoints so that students may develop, under guidance, the practice of analytical reading and thinking.
- E. Represent many religious, ethnic and cultural groups and show how these contributed to the American heritage.
- F. Provide students with options for constructive use of leisure time.
- G. Provide content that is valid, relevant, appropriate and up-to-date.
- H. Contain format quality and variety.

The District Administrator shall develop administrative guidelines for the selection and maintenance of all ~~educational and~~ instructional materials and equipment.

~~In addition s/he~~ The District Administrator shall periodically, provide for a systematic review, by the Board, of the District's ~~educational instructional resources materials and equipment~~ in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school improvement process.

Students shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence.

~~Cost~~ The cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in shop ~~and art~~ activities where the product becomes the property of the student.

The Board does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, religion, sex, national origin, age, marital status, veteran status, parental status, sexual orientation, genetic information, or physical, mental, emotional, or learning disability ("Protected Classes") in its selection of instructional materials and equipment.

Any concerns by the public regarding instructional materials and equipment shall be reviewed in accordance with Policy 9130 - Public Requests, Suggestions, or Complaints.

118.13, 120.13(5), 121.02(1)(h), Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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Legal	118.13, 120.13(5), 121.02(1)(h), Wis. Stats.
	P.I. 9, 41, Wis. Adm. Code
	Fourteenth Amendment, U.S. Constitution
	20 U.S.C. Section 1681, Title IX of Education Amendments Act
	20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
	29 U.S.C. Section 794, Rehabilitation Act of 1973
	42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
	42 U.S.C. Section 12101 et seq., The Americans with Disabilities Act of 1990
	Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

**Last Modified by Ryan Peterson on November 30, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po3121
Status	Proposed to Policy & Human Resources Committee
Adopted	May 16, 2016
Last Revised	December 19, 2022
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **3121 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

##### **Criminal History Record Check**

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District ( **X** ) and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

##### **Employee Self-Reporting Requirement**

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

~~The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.~~

The requirement to report a conviction or deferred adjudication applies to major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported.

However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets).

Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.

**Last Modified by Ryan Peterson on November 30, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - STAFF DISCIPLINE
Code	po3139
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

## **Revised Policy - Vol. 32. No. 2**

### **3139 - STAFF DISCIPLINE**

The Board of Education retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator may issue discipline when ~~she deems~~ deemed appropriate; however, student performance on examinations may not form the basis for staff discipline. This policy does not cover decisions to terminate or nonrenew a staff member's employment ~~or accepting a staff member's resignation~~ (see Policy 3140 - Non-Renewal, Resignation, and Termination).

#### **Investigation of Possible Criminal Activity**

The District may be required to investigate potential wrongdoing on the part of its employees, and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigation. Such investigations may still require that the employee truthfully answer questions relating to the activity, and refusal to answer may result in discipline up to and including termination. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional rights against self-incrimination that may apply during the course of a criminal investigation. As appropriate, employees will be informed of this right, through what is often referred to as a "Garrity Warning". ~~Employees may be required to answer such questions. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform~~ The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. ~~Employees must also be informed that refusal to answer questions may be considered in determining discipline. (see Form 3139 F1 - "Garrity" Warning)~~

#### **[ X ] OPTION #1**

Staff may be disciplined for violations of Board policy or for other failures to meet the expectations and obligations of their position. Discipline may only be issued when just cause exists to issue discipline. Just cause as used in this policy shall mean that the District has concluded through a preponderance of evidence that a violation has occurred and the level of discipline is appropriate under the circumstances, considering the employee's disciplinary record, and other pertinent factors.

#### **[ ] OPTION #2**

Staff may be disciplined for violations of Board policy or for other failures to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law ~~or public policy~~.

#### **[END OF OPTIONS]**

#### **[ X ] OPTION #1**

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:

- A. oral reprimand, with a written record placed in the employee file;
- B. written warning;

C. suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and

D. termination, pursuant to the process established for termination as set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.

The District Administrator may skip one or all steps in the progressive discipline model when s/he ~~deems~~ ~~they~~ deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines that the conduct is so egregious as to require the staff members immediate termination of employment, consistent with the process established for termination as set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.

#### [ ] OPTION #2

The District Administrator may issue discipline to staff members when s/he ~~deems~~ ~~deemed~~ appropriate. The level of discipline may range from oral reprimands to suspension or termination and may lead to termination consistent with Policy 3140 - Non-Renewal, Resignation, and Termination. ~~consistent with the process established for termination as set forth in Policy 3140.~~ The level of discipline shall be consistent with the seriousness of the offense as determined by the District Administrator.

#### [END OF OPTION 2]

(  ) Management efforts engaged to improve an employee's job performance or address specific performance concerns, including letters of direction, performance improvement plans, mandatory training, etc., are not disciplinary in nature and are not subject to this policy or to Policy 3340 - Grievance Procedure.

#### [END OF OPTIONS]

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 3340 - Grievance Procedure.

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66.0509(1m)(a), Wis. Stats.

Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)

Garrity v. New Jersey, 385 U.S. 493 (1967)

**Last Modified by Ryan Peterson on November 30, 2023**





Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po3430.01
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")**

##### **Introduction**

In accordance with Federal and State law, the Board of Education will provide family and medical leave to professional staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

##### **Eligibility Requirements**

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. ~~All full-time instructional staff members are deemed to meet the 1,250-hour requirement.~~

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

##### **Qualifying Reasons for Leave**

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for ~~himself/herself~~ **himself/herself** due to a physical or mental disability or, for leave under State law only, unable to care for ~~himself/herself~~ **himself/herself** due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her/the position
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her/their own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The District Administrator will determine whether an employee's request for leave qualifies under one (1) of the above categories.

### Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he/the staff member is entitled to a total of twelve (12) work weeks of leave in a (  ) a calendar year (  ) a fiscal year running from July 1 to the following June 30 (  ) a twelve (12) month period marked by each employees' date of hire (  ) a rolling twelve (12) month period measured backward from the date of usage (  ) a twelve (12) month period measured forward from the date of any employee's first FMLA usage **[END OF CALENDAR OPTIONS]** for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above. **[DRAFTING NOTE: If a decision is made to change the manner of counting Federal leave entitlement usage, the change must be made following at least sixty (60) days notice to employees and in a manner such that any employee qualifying for leave during the transition period is afforded whichever counting method during the leave that affords the employee the greatest benefit.]**

(  ) Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care. **[DRAFTING NOTE: This option is available under Federal law, but should only be selected upon the advice of District legal counsel for compliance with Wisconsin's marital status discrimination law.]**

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he/the staff member is entitled to ten (10) work weeks of leave in a calendar year as follows:

- A. a total of six (6) weeks of leave for the birth of his/her/the natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;

B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and

C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

### **Definitions of Serious Health Conditions**

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

#### **A. Hospital Care**

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

#### **B. Absence Plus Treatment**

A period of incapacity of more than three (3) consecutive calendar days\* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

\*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

#### **C. Pregnancy**

Any period of incapacity due to pregnancy, or for prenatal care.

#### **D. Chronic Conditions Requiring Treatment**

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

#### **E. Permanent/Long-Term Conditions Requiring Supervision**

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or his/her/their family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

#### **F. Multiple Treatments (Non-Chronic Conditions)**

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

### **Required Staff Member Notice**

The staff member must provide the District Administrator with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under the WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required

to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

**[ X ]** Staff members must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the District Administrator (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with his/her/their supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her/their supervisor in order to work out a treatment schedule which best suits his/her/the staff member's needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he/the staff member must notify the District Administrator within two (2) business days of learning of the circumstances necessitating the extension.

### **Certification By Healthcare Provider**

If a staff member requests leave due to his/her/their own serious health condition or the serious health condition of his/her/the staff member's spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the District Administrator within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the District Administrator as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The District Administrator will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the District Administrator doubts the validity of a certification, the District Administrator may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The District Administrator may request re-certifications on a periodic basis as permitted by law.

### **Designation of Leave**

In all circumstances, it is the responsibility of the District Administrator to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her/their rights and responsibilities under this policy.

The District Administrator will give the staff member the notice on each occasion that s/he/the staff member notifies his/her/their supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the District Administrator will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the District Administrator sufficient to enable him/her/the District Administrator to determine that the leave is being taken for an FMLA-qualifying reason.

The District Administrator will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

### **Manner In Which Leave Can Be Taken**

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the District Administrator may offer a staff member a temporary transfer to another position for which ~~s/he~~the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the District Administrator for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The District Administrator may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

### Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member () must () may **[END OF OPTION]** use the following leaves provided by the Board, if available:

- A. vacation or personal leave, if available, for any family or medical leave;
- B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and
- C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which ~~s/he have~~the staff member has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

### Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying ~~his/her~~their portion of health insurance premiums regardless of whether ~~his/her~~ family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the District Administrator for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

### **Accrual of Benefits**

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

### **Employment Restoration**

A staff member will generally be reinstated to the same position ~~s/he~~ they held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if ~~s/he~~ they had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, ~~s/he~~ the staff member is not entitled to be reinstated.

A staff member who exceeds ~~his/her~~ their FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member **may** be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify ~~his/her~~ their supervisor immediately. Upon such notice, the District Administrator will promptly reinstate the staff member to active employment, provided ~~s/he~~ the staff member has the present skill and ability to perform the essential functions of ~~his/her~~ their job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of ~~his/her~~ their ability to return to work.

### **Fitness For Duty Certification**

If leave is due to the staff member's serious health condition, ~~s/he~~ they must present certification to return to work to ~~his/her~~ their supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, ~~s/he~~ the staff member may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

### **Confidentiality**

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

### **No Discrimination**

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

### **Miscellaneous**

The District Administrator may designate another administrator to perform ~~his/her~~ their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The District Administrator shall see that the policy is posted properly.

The District Administrator shall provide a copy of the policy upon the request of a staff member.

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Legal

29 U.S.C. 2601 et. seq.

29 C.F.R. Part 825

103.10, Wis. Stats.

Wis. Admin. Department of Workforce Development (DWD) 225

National Defense Authorization Act of 2010

**Last Modified by Ryan Peterson on November 30, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **5113 - OPEN ENROLLMENT PROGRAM (Inter-District)**

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

#### **[ X ] DEFINITIONS**

The following definitions will apply to the District's Open Enrollment Program.

##### **A. Nonresident District**

A school district located in Wisconsin which is not a student's district of residence.

##### **B. Nonresident Student**

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

##### **C. Tuition Student**

A nonresident student who attends school in the District and pays tuition in accordance with State law.

##### **D. Full-Time Enrollment**

A student is enrolled for the entire school day and receives all required education in this District.

##### **E. Class Size**

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

##### **F. Program Size**

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and



applicable laws and regulations.

#### G. Resident Student

A student who is a resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Nonresident Students.

#### H. Absences (Excused and Unexcused)

~~See Policy 5200 - Attendance.~~ As defined by Policy 5200 - Attendance.

I.

#### J. Truancy and Habitual Truancy

~~See Policy 5200 - Attendance.~~ As defined by Policy 5200 - Attendance.

K.

#### L. Part of the School Day

~~See Policy 5200 - Attendance.~~ As defined by Policy 5200 - Attendance.

M.

#### N. Tardiness

~~See Policy 5200 - Attendance.~~ As defined by Policy 5200 - Attendance.

### [END OF OPTION]

## FULL-TIME OPEN ENROLLMENT

### A. Annual Space Determinations

During a January meeting, the Board of Education shall establish the availability of space by determining the number of regular education and special education spaces in the schools, programs, classes, or grades. In setting space availability, the Board may choose to set no limitations or may set limits on availability using the following criteria:

1. District practices, policies, procedures, or other factors regarding class size ranges for particular programs or classes.
2. District practices, policies, procedures, or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
3. Enrollment projections, which account for factors that include but are not necessarily limited to, likely short and long term economic development in the community, housing starts, current and future needs for special programs, laboratories, or other initiatives.

#### Option 1

In establishing current enrollment numbers for open enrollment availability purposes, the Board does not guarantee open enrollment approvals to any non-resident students.

#### [END OF OPTION 1]

#### Option 2

In establishing current enrollment numbers for open enrollment availability purposes, the Board shall include the following as guaranteed open enrollment approvals:

- a.  Students attending the District for whom tuition is paid by written agreement with the resident district under 121.78(1)(a), Wis. Stats.
- b.  All currently attending students.
- c.  All siblings of currently attending students.

#### [END OF OPTION 2]

**[Drafting Note for options b and c: If a nonresident school board's open enrollment policy guarantees approval of currently-attending students and siblings of currently-attending students, it means that all applications for these students must be approved. If a student with a disability is a currently-attending student or a sibling of a currently-attending student and the Board guarantees approval of either or both of those groups of students, the Board must approve their open enrollment application, even if the Board has determined that there is no space available in a specific program for students with disabilities, but may be able to deny the application if a particular service required in the student's IEP is not available in the District.]**

4. ( ) If the District is a union high school district, the number of students who have applied under 118.51(3)(a) or (3m)(a), Wis. Stats., and are currently attending an underlying elementary school district.

## B. Processing of Open Enrollment Applications

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the District Administrator shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following:

1. Specific reason(s) for denial ( ) and whether the student has been placed on the waiting list. **[Select only if use of a waiting list is selected below.]**
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal.

## Application of Space Determinations and Random Selection Process

If there are more applications than spaces, the Board will fill the available spaces by random selection. Random selection shall be conducted among the student applications for each grade level. The order of grade level selection shall also be randomly determined. The following considerations will be included in the random selection process:

1. Preferences
  - a. If the Board has not guaranteed approval in its determination of space availability to currently attending students, it shall grant preference to such students in the random selection process.
  - b. If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.

If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.
2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
3. [ ] The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

After the date specified in 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

- a. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
- b. A parent fails to provide the notification accepting open enrollment as required in 118.51(3)(a)6., Wis. Stats.
- c. The Board determines that additional spaces have become available since its determination at the January Board meeting.

The District shall notify the parent of a student accepted from the waiting list of that student's eligibility to attend the District, unless the student has already enrolled in a different nonresident school district or has since become a resident of the District. The notice shall state the following:

- a. the school or program the student has been assigned to;
- b. a date, at least ten (10) calendar days from the date of the notice, by which the parent must accept the open enrollment approval. Failure to timely accept shall be considered rejection and the approval shall be considered rescinded. **[END OF OPTION]**

### C. Decisional Criteria for Nonresident Applications

Decisions on nonresident open enrollment applications will be based only on the following criteria:

1. Space availability as defined in this policy.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
3. Whether the nonresident student **is currently under an order of expulsion for any reason; or** has been expelled from any school district within the current school year or the two (2) preceding school years **but the period of expulsion has ended**, or is pending any disciplinary proceeding, based on any of the following activities:
  - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
  - b. Engaging in conduct while at school or under school supervision that endangered the health, safety, or property of others.
  - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
  - d. Possessing a dangerous weapon (as defined in 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a nonresident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident student will attend a school in the District, the student is determined to fall under paragraph C. 3.

The Board may request a copy of a nonresident student's disciplinary records from the resident school board.

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the nonresident student's Individualized Education Program ("IEP") are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the District has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service

is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.

5. Whether there is space available in the District to provide the special education or related services identified in the nonresident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the nonresident student has been referred to the nonresident student's resident board under 115.777(1), Wis. Stats. or identified by the nonresident student's resident school board under 115.77(1m) (a), Wis. Stats., but not yet evaluated by an individualized education program team.
7. If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the nonresident may be transferred to their resident school district.
8. If the Board has made a determination that a nonresident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

The habitual truancy determination shall be made on the sole basis of enrollment in the nonresident district. Open enrollment may not be denied based on the student's truancy from any other district.

#### D. Reapplication Procedures

The Board will require accepted nonresident students to reapply under the open enrollment policy when the nonresident student enters  middle school,  junior high school or  high school. A nonresident student may be required to reapply only once. **[END OF OPTION]**

The Board will not require accepted nonresident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District. **[END OF OPTION]**

#### E. Termination of Open Enrollment

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding semester or school year. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09.

If the parent or nonresident student believes the student has been marked absent, tardy, or truant in error, the parent or student may contact the school attendance officer and provide a written explanation of the circumstances believed to be in error. The attendance officer shall review the matter and provide a response to the parent or student either correcting the attendance record, confirming the accuracy of the record, or requesting additional information upon which a decision will then be made. If additional information is requested, it must be provided within five (5) school days of the request or no additional information will be considered in the decision.

Open enrollment of a student in a virtual charter school may also be terminated if, on three (3) occasions during a single semester, the student has failed to respond to a school assignment or directive within five (5) school days not counting any days excused by the student's parents up to a maximum of ten (10) school days per year, and after each occurrence the virtual charter school notified the student's parents. After the third incident, the virtual charter school program shall notify the Board of the nonresident student's failure to participate in the program. The Board may terminate the student's open enrollment.

#### F. Transportation

The parents of a student attending a nonresident school district will be solely responsible for providing transportation to and from the school site.  The District will permit a nonresident student to ride District transportation if space is available on a regularly-scheduled bus route. **[END OF OPTION]** The District will provide transportation for a nonresident student with an identified disability for whom transportation is required by the student's IEP.

The Board may provide transportation to nonresident students from their resident district provided the student's resident district approved. The District Administrator shall develop procedures for implementing this provision.

**[SELECT ONE OF THE OPTIONS BELOW:]****[OPTION #1]**

The Board will permit a neighboring district to bus resident students from within its boundaries for attendance at the nonresident neighboring district. The District Administrator shall develop procedures for implementing this provision.

**[OPTION #2]**

The Board will not permit a neighboring district to bus resident students from within its boundaries for attendance at the nonresident neighboring district.

**[END OF OPTIONS]****ALTERNATIVE APPLICATION PROCEDURES**

The parent of a nonresident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) nonresident school districts. (See AG 5113 and **AG 5113B** – Open Enrollment for Students with Disabilities.)

Applications from a nonresident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level that were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

**[ X ] DELEGATION TO DISTRICT ADMINISTRATOR**

The Board delegates to the District Administrator the authority to approve or deny open enrollment applications  including under the alternative procedures **[END OF OPTION]** consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

**[END OF OPTION]****~~ANNUAL REVIEW~~ AND REVISION OF POLICY**

~~The Board shall review its~~ **If, in the course of reviewing the Board's Open Enrollment Program annually, it opts to modify the policy, any changes shall be made by resolution and be adopted prior to the first application date of the open enrollment period to which the revisions shall apply.**

**General Provisions**

- A.  A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B.  The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.
- C.  The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:
  - 1.  participation in interscholastic athletics
  - 2.  District transportation services
  - 3.  transfer of academic credit
  - 4.  assignment within the District

5. ( ) payment of fees and other charges

**Application of Emergency Orders**

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the District Administrator.

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Legal 118.51, Wis. Stats.  
Wis. Adm. Code Ch. P.I. 36

**Last Modified by Ryan Peterson on December 6, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - ATTENDANCE
Code	po5200
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **5200 - ATTENDANCE**

The Board of Education will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

#### **Parent Notification of Absence Required**

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, **except a parent-excused, pre-planned absence requires written notification as indicated below**. The Board reserves the right to verify such statements and to investigate the cause of each:

- A.  single absence;
- B.  prolonged absence;
- C.  absence of more than \_\_\_\_ (\_\_) days duration;
- D.  repeated unexplained absence and tardiness; or
- E.  **absence and instance of tardiness** \_\_\_\_\_.

#### **School Attendance Officer**

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited

to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent. ( ) To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

### Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

#### A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) days.

#### B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

#### C. ~~Permission of Parent~~ Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent before the absence for any ~~or no~~ reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. (  ) professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. (  ) to attend a funeral
3. (  ) legal proceedings that require the student's presence
4. (  ) college visits
5. (  ) job fairs
6. (  ) vacations

#### D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

#### E. Suspension or Expulsion

The student has been suspended or expelled.

#### F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.



**G. High School Equivalency – Secured Facilities**

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

**H. Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

**I. Election Day Official**

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

**J. Virtual Access**

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

**A.  Quarantine**

Quarantine of the student's home by a public health officer.

**B.  Illness of an Immediate Family Member**

The illness of an immediate family member.

**C.  Emergency**

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

**D.  Work at Home Due to Absence of Parents**

To work at home due to the absence of the student's parents. Absences under this section shall not exceed \_\_\_\_ (\_\_) days nor be granted to any student younger than \_\_\_\_ (\_\_) years of age.

**E.  \_\_\_\_\_ [other].****Unexcused Absences**

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students

rather than to heighten the effects of absence through suspension.

## Definitions

### A. Truancy

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

### B. Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

### C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

## Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

written (including e-mail)

personal (phone or face-to-face)

request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Administration.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

## Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District

- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

### **Notice of Truancy**

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

### **Notice of Habitual Truancy**

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - **Open Enrollment Program (Inter-District)**, which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

### **Referral to the District Attorney**

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests

administered to the student within the previous year indicate that the student is performing at grade level

- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

### **Make-up Coursework and Examinations**

**[NOTE: How make-up work and course examinations will be dealt with must be in policy.]**

#### **OPTION #1**

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

**[END OF OPTION #1]**

#### **OPTION # 2**

### **Excused Absences**

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up coursework and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

### **Unexcused Absences**

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up coursework and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

**[NOTE: END OF OPTION # 2]**

### **District Administrator Guidelines**

The District Administrator shall develop administrative guidelines concerning the attendance of students which:

- A. ensure a school session that is in conformity with the requirement of the law;

- B. ensure that students absent for an excusable reason have an opportunity to make-up work they missed;
- C. govern the keeping of attendance records in accordance with State law;
- D. facilitate implementation of the Truancy Plan;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;
- G. provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;
- H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;
- I. enable the School Attendance Officer to perform his/her duties under State law and this policy; and
- J. address unexcused absences.

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Legal                      7.30(2)(am), Wis. Stats.  
                                  118.15, Wis. Stats.  
                                  118.153, Wis. Stats.  
                                  118.16, Wis. Stats.  
                                  118.162, Wis. Stats.

**Last Modified by Ryan Peterson on November 30, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - MISSING AND ABSENT CHILDREN
Code	po5215
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **5215 - MISSING AND ABSENT CHILDREN**

It is the intent of this Board of Education to cooperate with local, State, and National efforts to decrease the number of missing children. For purposes of this Policy, the following definitions apply:

"Absent child" means a child that left the child's parents or approved placement through social services and whose whereabouts are known, but who refuses to return. This involves children who are runaways, but not known to be missing.

"Missing child" means a child whose whereabouts are unknown, which may include abducted children who have been abducted by a non-custodial parent, a victim of human trafficking, or another unknown circumstance.

The District Administrator and/or Principals shall permit during the school day the entrance into the school a student lacking records or identification as a student, and shall assure that the child remains in the building office area until law enforcement or social services is notified and takes custody of the child. Such a procedure reduces the risk of removal of a missing or absent child from the area before intervention by law enforcement or social services.

Procedures in this policy are to be implemented in coordination with Policy 5111.01 - Homeless Students.

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**Last Modified by Ryan Peterson on November 30, 2023**





Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - STUDENT ANTI-HARASSMENT
Code	po5517
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **5517 - STUDENT ANTI-HARASSMENT**

##### **Prohibited Harassment**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

[ ] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

##### **Other Violations of the Anti-Harassment Policy**

The Board will also take prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;



C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties

Sexual Harassment covered by Policy 2266 (  )/AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266 (  )/AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

### Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

### Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Day(s)** means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

**Respondent** is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means individuals, students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

### Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266 (  )/AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266 (  )/AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

### Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

### **Sexual Harassment**

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266/( X ) AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;

4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.

J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;

22. other similar activities or behavior:

- a. ( ) \_\_\_\_\_;
- b. ( ) \_\_\_\_\_;
- c. ( ) \_\_\_\_\_.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- L. (  ) a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

[ ] In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

**Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

**Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

**National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

**[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The Compliance Officers may also serve as the District's Section 504 Compliance Officer(s)/ADA Coordinator(s) and/or Title IX Coordinators. Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer, as appropriate.]**

\_\_\_\_\_  
Jeff Bortle

(Name)

\_\_\_\_\_  
Dean of Students MMS/LWHS

(School District Title)

\_\_\_\_\_  
920.596.5806

(Telephone Number)

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\_\_\_\_\_  
Michelle Johnson

(Name)

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Principal MMS/LWHS

(School District Title)

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920.596.5310

(Telephone Number)

\_\_\_\_\_  
515 East 4th Street, Manawa WI 54949

(Office Address)

\_\_\_\_\_  
mjohnson@manawaschools.org

(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B.  in the parent and staff handbooks.
- C.  in the School District Annual Report to the public.
- D.  on each individual school's website.
- E.  in the School District's calendar.
- F.  \_\_\_\_\_.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

### Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) () and the building principal or District Administrator **[END OF OPTION]** within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or  **Option 1** the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. **[END OF OPTION 1]**  **Option 2** the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. **[END OF OPTION 2]** The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for  \_\_\_\_\_  the Board Attorney **[END OF OPTION]** who has been designated to serve as the decision-maker for such complaints. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator, or Board President if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.

### Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

### **Complaint and Investigation Procedure**

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the ( ) Principal (  ) District Administrator **[END OF OPTION]** prior to any action being taken, except for complaints against the District Administrator, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

Generally, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

The investigation generally will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

Generally, within five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

#### **Additional School District Action**



If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

### **Directives During Investigation**

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation ~~should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution~~ ~~may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation.~~ Employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. (see Form 5517 F3 — "Garrity" Warning)

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

### **Remedial Action and Monitoring**

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

### **Sanctions and Disciplinary Action**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;

- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board’s expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**

**[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]**

- Q.  documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R.  copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S.  copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing;
- T.  copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District’s records retention schedule.

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Legal	48.981, Wis. Stats.
	118.13, Wis. Stats.
	P.I. 9, Wis. Admin. Code
	P.I. 41 Wis. Admin. Code
	20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)
	29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
	42 U.S.C. 1983
	42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 104, Section 504 Regulations

34 C.F.R. Part 300, IDEA Regulations

**Last Modified by Ryan Peterson on December 6, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA
Code	po5530
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### 5530 - **STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**~~DRUG PREVENTION~~

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

**[ X ]** As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. **( X )** all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. **( X )** all derivatives of hemp, except CBD products permitted by the school **( X )** (see Policy 5330 - Administration of Medication/Emergency Care);  
  
 This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.).
- C. **( X )** all chemicals which release toxic vapors;
- D. **( X )** all alcoholic beverages;
- E. **( X )** any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. **( X )** "look-alikes";
- G. **( X )** essential oils and oil like products that may be mistaken for a drug **( X )** (see Policy 5330 - Administration of Medication/Emergency Care);
- H. **( X )** anabolic steroids;
- I. **( X )** any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

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Legal

- 118.01(2)(d), Wis. Stats.
- 118.24(2)(f), Wis. Stats.
- 118.257, Wis. Stats.
- 125.09(2), Wis. Stats.
- Drug-Free Schools and Communities Act of 1986 as amended
- 20 U.S.C. 3171 et seq.
- 20 U.S.C. 3224A

**Last Modified by Ryan Peterson on December 6, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - RETURNED/OUTSTANDING-STALE CHECKS
Code	po6151
Status	Proposed to Policy & Human Resources Committee
Adopted	July 18, 2016
Last Revised	January 17, 2022
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **6151 - RETURNED/OUTSTANDING-STALE CHECKS**

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the District Administrator shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within ( 30 ) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Education authorizes the District Administrator to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the student and/or the parents. The parent or student may be charged any cost charged by the District's banking institution for a returned check.

#### **Outstanding (Stale Dated) Checks - Unclaimed Property Process**

Checks that are outstanding, meaning they have not been cashed by the payee, after ( X ) the period of time established by the banking institution for the validity period of the check ( ) a period of 180 days after issuance ( ) a period of days after issuance [END OF OPTIONS] [DRAFTING NOTE: Neola recommends that District's consult with their banking institution to determine if the bank has established a period of time after which a check is no longer valid.] shall be deemed to be a "stale" check. Any stale check shall be treated as unclaimed property consistent with the guidance provided by the Wisconsin Department of Revenue's (WI DOR) "Unclaimed Property Holder Report Guide" for locating the owner and/or remitting the unclaimed property to the WI DOR.

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Last Modified by Ryan Peterson on November 30, 2023







Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	New Policy - Vol. 32, No. 2, July 2023 - COMMUNITY SERVICES FUND (FUND 80)
Code	po6236
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **New Policy - Vol. 32, No. 2**

#### **6236 - COMMUNITY SERVICES FUND (FUND 80)**

It is the purpose of this policy to authorize a Community Services Fund (hereinafter referred to as "Fund 80") for the development and maintenance of programs and services outside of the regular curricular and extra-curricular programs (these programs may include education, training, recreational, cultural and/or athletic programs and services).

The Community Services Program is accounted for in Fund 80 and the Board of Education may fund the program by a combination of a local tax levy and user/rental fees. Fund 80 expenses shall not be paid from the Fund 10 general fund.

Each activity or service covered by this policy must be authorized by the Board before monies can be collected or disbursed in the name of said activity or service.

Each activity or service supported by this fund must be open for participation by the general community within any age or similar guidelines of the activity and not contain prohibitive requirements based on school district membership. The following costs are ineligible costs for community programs and services:

- A. Costs for any program or service that it limited to only District students;
- B. Costs for any program or service whose schedule presents a significant barrier for age-appropriate School District resident to participate in the program or service;
- C. Costs that are not the actual, additional cost to operate community programs and services under this policy; and
- D. Costs that would be incurred by the District if community programs and services were not being provided by the District.

The Board must adopt a budget for Fund 80 expenditures. (  ) A summary of revenues and expenses will be provided at each District Annual Meeting to determine future Fund 80 tax levies. **[DRAFTING NOTE: This option should not be selected by Unified School Districts.]**

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Legal 65.90, Wis. Stat.  
120.13(19), Wis. Stats.  
Wis. Admin Code PI 80

**Last Modified by Ryan Peterson on November 30, 2023**





Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Replacement Policy - Vol. 32, No. 2, July 2023 - NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS
Code	po6610
Status	Proposed to Policy & Human Resources Committee
Adopted	July 18, 2016
Last Revised	March 15, 2021
Last Reviewed	December 6, 2023

### **Replacement Policy - Vol. 32, No. 2**

#### **6610 - NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS**

The Board of Education authorizes the maintenance of approved student activity accounts for nondistrict-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for a nondistrict-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the (  ) District Administrator (  ) Business Manager (  ) School Administration (  ) **[END OF OPTION]** before monies can be collected or disbursed in the name of said activity.

**[DRAFTING NOTE: For consistency, it is recommended to make the selection of the approval entity consistent with Policy 2430 - District-Sponsored Clubs and Activities.]**

#### **Definitions**

The following definitions are provided for these terms within the context of this policy:

- A. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and nondistrict-supported student activities. (see Policy 2430 - District-Sponsored Clubs and Activities)
- B. **District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over dispersal of the activity's funds.
- C. **Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

#### **Nondistrict-supported Student Activities**

Nondistrict-supported student activity accounts are intended to provide a custodial account for an approved student activity for which the District does not provide funds (i.e., have financial involvement) or exercise administrative control over the funds. Such nondistrict-supported student activities may not be required by any course or provide any academic credit. These student activities are established for District students and may have a District-assigned and/or a District-compensated staff advisor/coach for supervisory purposes. While these student activities may use District facilities, equipment, and materials, the funds for these activities are self-managed by the students. Assistance from parents or other volunteers is permissible (see Policy 8120 - Volunteers). Fund-raising is permissible in accordance with District policies (see Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups). Equal access shall be provided in accordance with Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities. A District staff member may serve as an advisor/coach, but decisions regarding money must be made by the students, as long as such expenditures do not violate District policies (e.g., purchase of illegal items, purchase of

nonconforming technology, purchase from a non-approved vendor). As a fiduciary in accordance with GASB 84, the District maintains custodial accounts for the student activity, but does not determine or approve how account monies are used since financial decisions are made by the students without administrative control or endorsement from District staff.

### **Criteria for Nondistrict-Supported Student Activity Accounts**

Nondistrict-supported student activity accounts may be established if all of the following criteria are met:

- A. The student activity account has been approved in accordance with this policy.
- B. The activity's students or student officers make all decisions regarding revenues, budgeting, and expenditures.
- C. Any request to expend money from the account must be endorsed in writing by the activity's President and Treasurer.
- D. The activity's advisor/coach is NOT permitted to make decisions regarding money, nor may the advisor/coach initiate or endorse any expenditure request.
- E. The student activity account is not under the District's control, nor subject to District oversight.

### **Accounts for District-Supported Clubs, Activities, and Athletics**

District-supported clubs, activities, and athletics are supported, at least in part, with District funds and are therefore subject to District oversight and management. In addition, any club, activity, or athletic team that does not directly receive designated District funds but is required for a course or provides academic credit is also considered District-supported and is subject to District oversight and management.

District-supported clubs, activities, or athletics are not affected by this policy.

Typically, District-supported student co-curricular activities have designated activity funds established either in Fund 10 or Fund 21 in accordance with GASB 84, DPI regulations, and auditor recommendations. Financial support includes, but is not limited to, budgeted funds allocated by the District or school, an advisor/coach paid for by the District or school who exercises control over the activity's fund, some activities offered to students paid for by the District or school, and transportation paid for by the District or school. Also, financial support includes indirect financial assistance as part of the District's educational program when student participation is required by a course or academic credit is awarded for participation in the activity.

### **General Provisions**

The purpose of District-sponsored activities is to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131 - Educational Outcome Goals and Expectations. District-sponsored activities must be approved in accordance with Policy 2430 - District-Sponsored Clubs and Activities or Policy 2431 - Interscholastic Athletics.

District-sponsored student activities are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policies.

Student fund-raising shall be conducted in accordance with Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups.

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity monies, which includes theft or any other misuse of monies, will result in discipline up to and including suspension, expulsion, and/or termination of employment.

### **Discontinued Student Activities**

After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the Student Council's account unless the discontinued student activity had provided other instructions for dispersal of its unexpended funds.

After one (1) full school year of inactivity, the unexpended funds of a discontinued District-supported student activity shall be transferred to the District's General Fund - Fund 10.

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Legal 120.16(2) Wis. Stats.

**Last Modified by Ryan Peterson on November 30, 2023**



Book Policy Manual

Section Vol. 32, No. 2, July 2023

Title New Policy - Vol. 32, No. 2, July 2023 - MEMORIALS FOR STAFF AND STUDENTS

Code po7250.01

Status Proposed to Policy & Human Resources Committee

Last Reviewed December 6, 2023

**New Policy - Vol. 32, No. 2**

**7250.01 - MEMORIALS FOR STAFF AND STUDENTS**

The Board of Education recognizes the far-reaching impact that a student's or staff member's death may have on other students, staff, families, and the community as well as the importance of remembering deaths of students or staff, and recommends that memorials take an active form.

Some examples of memorials include a blood drive, partnering with local nonprofit organizations and related activities, and/or establishing a scholarship. As a courtesy, the family of the deceased student or staff member should also provide consent before the activity is held. The Board believes that the remembrance of a student or staff member whose life ended should be consistent from case to case, considerate of the grief process of family and friends, and in accordance with this policy.

Generally, the Board does not support permanent memorials including, but not limited to, the use of memorial plaques or markers which are mounted or displayed on District buildings or grounds. Memorials are permissible only after a proposal is approved by the (  ) Board ( ) District Administrator ( ) \_\_\_\_\_ [END OF OPTION]. [ ] The ( ) District Administrator ( ) \_\_\_\_\_ [END OF OPTION] shall inform the Board of all such approved permanent memorials. [END OF OPTION]

[  ] When there is a death by suicide, it is important that the response to the death not serve as an incentive for self-inflicted acts by others. The American Association of Suicidology concludes that memorials contribute negatively to the contagion effect. Projects that are life-affirming are encouraged. Examples include volunteering, tutoring, fundraising for a charity, or community service.

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Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	December 19, 2022
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### 7440.01 - **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses. **No audio or video surveillance is permitted within the District other than those authorized by policy or the District Administrator, and only if clear and visible notice is provided to any persons entering an area or building subject to video and/or audio monitoring that such monitoring may occur. This does not restrict the collection of video or audio recording at events open to the public.**

~~Wherever video surveillance or electronic monitoring are used, such notification shall identify that video or electronic ( ) and audio [END OF OPTIONS] surveillance ( ) is possible technology~~

~~( ) are possible technologies~~

~~[END OF OPTIONS] being employed.~~

**[DRAFTING NOTE: If opting to employ audio surveillance, this should be done with legal consultation. Whether notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin.]**

#### **Placement of Surveillance**

**[ X ]** The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. **[END OF OPTIONAL SENTENCE] ( X )** The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420 - **School Safety**. **[END OF OPTIONAL SENTENCE]** The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent

given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. (  ) Security staff and ~~administrators~~ Administrators are authorized to carry and use portable video cameras when responding to incidents. **[END OF OPTIONAL SENTENCE]** (  ) The Board authorizes security personnel to use body-worn video cameras while on duty but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms unless the staff member is responding to a specific incident. **[END OF OPTIONAL SENTENCE]**

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

### Notification of Surveillance

**[DRAFTING NOTE: If opting to employ audio surveillance, this should be done with legal consultation. Whether notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin.]**

Wherever video surveillance or electronic monitoring are used, such notification shall identify that video or electronic (  ) and audio **[END OF OPTIONS]** surveillance

(  ) is possible technology

(  ) are possible technologies

**[END OF OPTIONS]**

being employed.

**[DRAFTING NOTE: The language regarding the notification of parents and students regarding video surveillance/electronic monitoring equipment in the student handbook has been made optional, however, while not mandated by law this method of notification is strongly recommended and is considered best practice.]**

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. (  ) Additionally, the District Administrator is directed to annually notify parents and students through the Student Handbook, (  ) and school newsletters **[END OF OPTION]** and staff via the Staff Handbook(s), of the use of video surveillance/electronic monitoring systems in their schools, which may include either video or audio footage, or both. **[END OF OPTIONAL SENTENCE]** In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

### Uses of Surveillance

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

**[  ]** Ordinarily, video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

**[  ]** Additionally, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

Further, if an employee is assigned to work remotely (i.e., telework), the ~~administration~~ Administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform their job responsibilities through means of a live-stream that includes both video and audio.



Additionally, nothing herein shall prevent the ~~administration~~ Administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes including, but not limited to, completing components of an evaluation.

**[END OF OPTION]**

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

**Retention, Secure Storage, Access to and Disposal of Video Recordings**

**[DRAFTING NOTE: the minimum period of time that video footage will remain available should be based on the technological capabilities being utilized by the District. If video footage is overwritten every seven (7) days, then the policy should not reflect a longer period of time. The policy accounts for the possibility that certain camera footage may be available longer, for example, if it is triggered by motion detection as opposed to continuous recording, but the availability will have to be case-by-case. Neola recommends consultation with District IT/security personnel when determining how to complete the following sections of this policy.]**

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within \_\_\_\_\_ (7 calendar) [seven (7) to thirty (30)] days of the event/incident in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a recording is separated and maintained for some reason by the District, any recording may be destroyed after \_\_\_\_\_ (30 calendar) [seven (7) to thirty (30)] days. If, however, action is taken by the Board/~~administration~~ Administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken. ( X ) Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes. **[END OF OPTIONAL SENTENCE]**

Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire-resistant cabinet or room in an area to which students and the public do not normally have access. The recordings should be clearly and properly labeled and stored. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. ( X ) The Administrator ~~or Technology Director~~ is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The Administrator shall approve requests for access to recorded and stored video images **[END OF OPTION]. [DRAFTING NOTE: Caution should be exercised in selecting the option that requires the creation and maintenance of a log regarding access to the video recordings. Once created, the log is subject to open records requests. A log of video recordings, unlike pupil record logs, is not required by Wisconsin law and the Board is not required to create written policies regarding retention or the creation of a storage log in this instance. If this option is selected, then the logs must be created and maintained.]**

The Administrator ~~or Technology Director~~ may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

Video footage should not be removed from school officials' custody except as required by law or upon a request from law enforcement. [ ] All video recordings to be taken off-site in any portable format must be signed out by the requestor and the building principal. When returned, the requestor who originally signed the recording out and the building principal shall sign the recording back in. ( X ) Video files should not be transmitted electronically to sources outside the District except as required or permitted by law ( X ) and only with the approval of the District Administrator **[END OF OPTION]. [DRAFTING NOTE: If the District creates a log for signing in/out video recordings, this log may also be subject to open records requests.]**

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and ( **X** ) AG 7440.01 - Video Surveillance and Electronic Monitoring Facility Security, and **[END OF OPTION]** consistent with State and Federal law.

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

### Surveillance on School Buses

**[DRAFTING NOTE: Whether posted notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin, there is the express regulatory authority for the use of audio surveillance on school buses.]**

School buses owned by the District or a contractor under contract with the District may be equipped with video and/or audio recording equipment in specified locations within the vehicle as provided in the Wisconsin Department of Transportation regulations.

### Exceptions

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy ( **X** ) and the related administrative guidelines (AG 7440.01 - Video Surveillance and Electronic Monitoring Facility Security), **[END OF OPTION]** and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

19.31 – 19.39, 118.125, Wis. Stats.

Wis. Admin. Code Trans 300.81(7)

18 U.S.C. 2510-2521

FERPA 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

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Legal	19.31	19.39, 118.125, Wis. Stats.
		Wis. Admin. Code Trans 300.81(7)
		18 U.S.C. 2510-2521
		FERPA 20 U.S.C. 1232g
		34 C.F.R. 99.1-99.67
		Title I of the Electronic Communication Privacy Act of 1986

**Last Modified by Ryan Peterson on December 6, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	New Policy - Vol. 32, No. 2, July 2023 - SMART MONITORING EQUIPMENT
Code	po7440.02
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **New Policy - Vol. 32, No. 2**

#### **7440.02 - SMART MONITORING EQUIPMENT**

**[DRAFTING NOTE: This policy is being offered to address the emerging monitoring technology used to detect vape smoke and the like.]**

In order to protect students and faculty, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of smart sensor and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The District Administrator is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the District. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, locker rooms, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries).

Any person who takes action to block, move, or alter the location of a smart sensor shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, information obtained through the use of smart sensor equipment may be used as evidence in any disciplinary proceedings, administrative proceedings or criminal proceedings, subject to Board policy and regulations.

Smart sensor technology is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of smart sensor equipment and will take appropriate action in any cases of wrongful use of this policy.

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Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	New Policy - Vol. 32, No. 2, July 2023 - PERSONAL BACKGROUND CHECK - CONTRACTED SERVICES
Code	po8121
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **New Policy - Vol. 32, No. 2**

#### **8121 - PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES**

To protect students and staff members, the Board of Education requires an inquiry into the personal background of each contractor, subcontractor, and employee of a contractor or subcontractor who is likely to have direct, ongoing contact with children within the scope of their contracted service or employment.

The District Administrator shall establish the necessary procedures to provide that (1) individuals serving as contractors or subcontractors submit to a background check and (2) entities operating as contractors or subcontractors conduct an inquiry into the background information of their employees who are likely to have direct, ongoing contact with children.

Each individual serving as a contractor or subcontractor who is likely to have direct, ongoing contact with children in the course of providing services to the District shall be required to report the ( **X** ) arrest and the filing of criminal charges against the contractor or subcontractor, **[END OF OPTION]** conviction of the contractor or subcontractor for a crime, and substantiated report of child abuse or neglect of which the contractor or subcontractor is the subject.

Each contractor and subcontractor providing services to the District shall screen all employees who are likely to have direct, ongoing contact with children in the course of providing services to the District. Screening shall be required only one (1) time during the period of the current contract with the District as long as the contractor has continuously screened new hires, required the same of its subcontractors, and required that these employees report the ( **X** ) arrest and the filing of criminal charges against the employee, **[END OF OPTION]** conviction of the employee for a crime, and substantiated report of child abuse or neglect of which the employee is the subject.

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Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - NOTIFICATION OF EDUCATIONAL OPTIONS
Code	po8146
Status	Proposed to Policy & Human Resources Committee
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **8146 - NOTIFICATION OF EDUCATIONAL OPTIONS**

~~The Board recognizes the need to provide alternative means by which students achieve the goals of the District.~~

Annually, by January 31, a list of all educational options available to children who reside in the District will be provided to parents as a class 1 notice ~~and ( X )~~ on the District's website. **[END OF OPTION]**. These options include public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, Early College Credit Program, Start College Now Program, part-time open enrollment in a nonresident school district, youth apprenticeship programs offered under 106.13, Wis. Stats. and options for students enrolled in a home-based private education program. **( X )** (See Policy 2370 - Educational Options Provided by the District) **[DRAFTING NOTE: This option cross reference is only for districts that have Policy 2370.]**

In the class 1 notice, ~~as well as the notice on the District website,~~ the Board **of Education** shall identify the most recent report card accountability rating that has been assigned to each school within the District boundaries, including charter schools and private schools participating in a parental choice program. This notice shall also inform parents of the availability of the full school and School District accountability reports. (See also Policy 2700.01 - School Performance and State Accountability Report Cards)

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Legal	115.385(4), Wis. Stats.
	118.15, Wis. Stats.
	118.55, Wis. Stats.
	118.57, Wis. Stats.

**Last Modified by Ryan Peterson on November 30, 2023**







Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - PUBLIC RECORDS
Code	po8310
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	April 27, 2020
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **8310 - PUBLIC RECORDS**

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records. The DRC may deny access to records only in accordance with the law. The DRC is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her recollection and as a matter of convenience (not part of his/her job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The District may impose a fee upon the requester of a copy of a record of \$ -.02 per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.). The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator is authorized to develop administrative guidelines to provide for proper compliance with the intent of this policy and the public records law.

**~~1~~ Records Retention Schedule**

~~The District has adopted the Wisconsin Department of Public Instruction's guidelines on School District record retention.~~

~~It may be accessed at the following web address:~~

~~[https://publicrecordsboard.wi.gov/Documents/DPI%20GS\\_APPROVED%20June%202015%20v8.1.pdf](https://publicrecordsboard.wi.gov/Documents/DPI%20GS_APPROVED%20June%202015%20v8.1.pdf)~~

19.21(6), Wis. Stats. requires that school districts retain public records, other than student records, for seven (7) years, unless a shorter period is fixed by the Public Records Board (PRB) in a records retention schedule subsequently adopted by the Board.

The Board has approved the following records retention schedules developed by the Wisconsin Historical Society and PRB: **[DRAFTING NOTE: The Wisconsin Public School District and Related Records GRS contains retention schedules for school-specific records, including student records, and therefore it must be adopted or alternatively, the Board must adopt its own schedule that includes retention for student records to account for their separate treatment under the law. The remaining retention schedules can be adopted as desired but if not adopted those records are covered by the default seven (7) year retention period in statutes. Any schedule adopted by the Board, even those that were created by the PRB, must be approved for District-specific usage by the Wisconsin Historical Society and the PRB after adoption.]**

- A. Wisconsin Public School District and Related Records GRS (expiring March 20, 2033)
- B.  Administrative and Related Records GRS (expiring March 21, 2032)
- C.  Budget and Related Records GRS (expiring November 21, 2032)
- D.  Facilities Management and Related Records GRS (expiring November 18, 2029)
- E.  Fiscal and Accounting and Related Records GRS (expiring November 20, 2027)
- F.  Human Resources and Related Records GRS (expiring March 25, 2029)
- G.  Information Technology and Related Records GRS (expiring November 10, 2024)
- H.  Payroll and Benefits and Related Records GRS (expiring August 30, 2031)
- I.  Purchasing & Procurement and Related Records GRS (expiring November 11, 2023)
- J.  Risk Management and Related Records GRS (expiring August 25, 2024)
- K.  Wisconsin Municipal and Related Records GRS (expiring August 27, 2028)

The District will retain public records in accordance with the preceding general records schedule(s). In the event that the preceding general records schedules adopted do not define the retention period for a particular record, the District will retain the record for seven (7) years.

19.21, Wis. Stats.  
19.31-39, Wis. Stats.  
118.125, Wis. Stats.  
120.13(12), Wis. Stats.

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Legal	19.21, Wis. Stats.
	19.31-39, Wis. Stats.
	118.125, Wis. Stats.
	120.13(12), Wis. Stats.

**Last Modified by Ryan Peterson on November 30, 2023**



Book	Policy Manual
Section	8000 Operations
Title	Copy of SCHOOL RESOURCE OFFICER PROGRAM
Code	po8407
Status	Proposed to Policy & Human Resources Committee
Adopted	July 27, 2020
Last Reviewed	December 6, 2023

#### ~~8407~~ **SCHOOL RESOURCE OFFICER PROGRAM**

~~To promote a safe, secure, and supportive school environment, the Board believes it appropriate for the District to have a collaborative relationship with the law enforcement agency(ies) with jurisdiction in the District through a School Resource Officer (SRO) Program.~~

~~The SRO Program shall provide appropriate and relevant information, instruction, and resource services to students, teachers, and parents. These services along with the District's and the law enforcement agency's(ies') duties and obligations regarding the SRO Program, shall be set forth in an agreement between the District and the law enforcement agency(ies), including:~~

- ~~A. placement of a designated School Resource Officer in specific schools on specific days and times;~~
- ~~B. development of positive law enforcement officer/student relationships;~~
- ~~C. investigation of alleged violations of law, consistent with the authority and duties of law enforcement officers, that involve student or staff conduct on or off of school property;~~
- ~~D. educational presentations/discussions;~~
- ~~E. preventative and/or informational discussions with students/parents;~~
- ~~F. patrol and supervision of various school functions;~~
- ~~G. creation and implementation of crime prevention and safety programs; and~~
- ~~H. performance of duties of regular patrol officers that pertain to school resource matters;~~
- ~~I. a requirement the law enforcement agency(ies) to provide the Board with an annual report regarding the SRO Program.~~

~~This report shall summarize activities conducted throughout the previous school year and shall include recommendations for the upcoming school year. The Board may request additional updates or reports.~~

~~The building principal(s) shall serve as the designated liaisons between the District and the law enforcement agency(ies) and shall oversee the SRO Program as it pertains to the specific building(s). The District and the law enforcement agency(ies) shall collaborate in determining various responsibilities and requirements under the SRO Program, including programming services and development of the school safety plan (See Policy 8420—School Safety). Any services or activities provided or performed by the law enforcement agency(ies) via the SRO Program shall not serve as a substitute for any responsibilities assigned to District personnel.~~

~~Sharing of confidential information and/or student record information with the law enforcement agency(ies) by the District shall fully comply with all relevant statutory provisions and District policies. Use of any devices by any member of the law enforcement agency(ies) to gather or store information in the course of an investigation (e.g., body camera footage) shall~~

be done in full compliance with all law enforcement agency(ies) policies, as well as State and Federal law regarding the use of any such devices.

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Legal

- Wis. Stat. §§ 968.07(1)(d), (2)
- Wis. Stat. § 165.85(2)(c)
- Wis. Stat. § 121.02(1)(i)
- Wis. Stat. § 120.44 (unified school districts)
- Wis. Stat. § 120.13
- Wis. Stat. § 118.257
- Wis. Stat. § 118.127
- Wis. Stat. § 118.125
- Wis. Stat. § 118.001
- Wis. Stat. § 66.0301

**Last Modified by Ryan Peterson on November 30, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - SCHOOL SAFETY
Code	po8420
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	March 15, 2021
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **8420 - SCHOOL SAFETY**

The Board of Education recognizes that its responsibility for the safety of students extends to its reaction to possible natural and man-made disasters and that such emergencies are best met by preparedness, and planning, and training as determined by the District Administrator consistent with the Board approved school safety plan.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed and approved ( ) annually ( **X** ) every three (3) years **[END OF OPTIONS]** by the Board. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other ~~extracurricular~~ extra-curricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills. Each school safety plan shall specify for each type of required drill how many and how frequently they will be conducted for each building in compliance with State law requirements for the performance of such drills. The plan shall designate the responsible administrator for each building for assuring that required drills are completed, reviewed, and reported as required by law. Records of drills and related reports shall be maintained for a period of not less than seven (7) years, consistent with Board Policy 8310 - Public Records.

The Board must submit the following to the Wisconsin Office for School Safety prior to January 1st of each year:

- A. A copy of its school safety plan.
- B. The date(s) of the required annual school violence event drill or drills conducted in accordance with each building's school safety plan during the previous year.
- C. Certification that the Board reviewed a required written evaluation of the drill or drills.
- D. The date of the most recent school training on school safety and the number of attendees.
- E. The most recent date the Board reviewed and approved the school safety plan.
- F. The most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to ~~Wis. Stats. § 48.981 (2)(a)~~, **Wis. Stats.** The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to ~~Wis. Stats. § 175.32(2) and (3)~~, **Wis. Stats.** If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the school safety plan.

The District Administrator shall develop guidelines for the handling of all emergency evacuations. A crisis procedure checklist includes at least the following:

- A.  Assess life/safety issues immediately.
- B.  Provide immediate emergency medical care.
- C.  Call 911 and notify police/rescue first. Call the District Administrator second.
- D.  Convene the crisis team to assess the situation and implement the crisis response procedures.
- E.  Evaluate available and needed resources.
- F.  Alert school staff to the situation.
- G.  Activate the crisis communication procedure and system of verification.
- H.  Secure all areas.
- I.  Implement evaluation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.
- J.  Adjust the bell schedule to ensure safety during the crisis.
- K.  Alert persons in charge of various information systems to prevent confusion and misinformation. Notify parents.
- L.  Contact appropriate community agencies and the District's public information office, if appropriate.
- M.  Implement post-crisis procedures.

In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the District Administrator shall redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

118.07, ~~121.02(1)(i)~~, 175.32(2), (3), 48.981(2)(a), Wis. Stats.

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Legal 118.07, 175.32(2), (3), 48.981(2)(a), Wis. Stats.

**Last Modified by Ryan Peterson on November 30, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - FOOD SERVICES
Code	po8500
Status	Proposed to Policy & Human Resources Committee
Adopted	November 1, 2015
Last Revised	April 24, 2023
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **8500 - FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

~~The Board does not discriminate on the race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 — Nondiscrimination and Access to Equal Educational Opportunity.~~

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current ~~USDA's~~ school meal pattern requirements of the United States Department of Agriculture (USDA) and the ~~USDA~~ USDA's Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;



- B. consult and incorporate to the maximum extent possible the ~~dietary guidelines~~ **Dietary Guidelines** for Americans jointly developed by the ~~United States Department of Agriculture (USDA)~~ **USDA** and the United States Department of Health and Human Services; and
- C. consult and incorporate the ~~USDA~~ **USDA's** Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

**Dietary Modifications [DRAFTING NOTE: This section contains three (3) categories of circumstances in which a student may receive a modified meal. The first category "Compliant Medical Documentation" is mandatory; whereas the second two (2) categories, i.e., "Noncompliant Medical Requests" and "Requests Not Based on a Medical Statement", are optional. The Board may choose either or neither of the two (2) optional categories.]**

#### **Modifications Based on Compliant Medical Documentation**

Substitutions to the standard meal requirements shall be made, at no additional charge, for students ~~for whom~~ **who have received, from** a health care provider ~~who has~~ **with** prescriptive authority in the State of ~~Wisconsin~~ **Wisconsin**, medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b.

~~A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such an initial request for such substitutions must inform the Food Service Director shall be informed that medical certification that theor Special Dietary Accommodation Coordinator that the student has a restricted medical condition that restricts the student's diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b., must be submitted within \_\_\_\_\_ (\_\_\_\_) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received. The School District will honor the request for \_\_\_ the (\_\_\_\_) school days within the health care providers request. Within \_\_\_\_\_ ( 2 ) school days after receiving the initial request, a health care provider with prescriptive authority in the State of Wisconsin must submit medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The substitutions may be discontinued until such medical certification is received.~~

The medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

#### **[Optional Provision - for medical statements not compliant with 7 C.F.R. Part 15b**

##### **[ ] Modifications Based on Noncompliant Medical Requests**

~~[ ]~~ On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

##### **[End Optional Provision of Option]**

~~[Optional Provision – Based on preferences with no medical documentation] [DRAFTING NOTE: If the Board chooses to include this category of modification, it must also choose among the options below.]~~

##### ~~[ ] Modification Based on Student/Parental Preference~~

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:

**A.  Fluid Milk Substitution If Selected Choose One**

1.  The School District shall have no legal obligation to accommodate a student's or a parent's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file requiring such a substitute. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).
2.  The School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

**B.  Religious Reason If Selected Choose One**

1.  The School District shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).
2.  The School District will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.

**C.  General Dietary Preference If Selected Choose One**

1.  The School District shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).
2.  The School District will provide substitutions based on lifestyle preferences to any student with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a personal request must meet USDA Child Nutrition Program meal pattern requirements.

**[END OF OPTIONS]**

**IMPLEMENTATION AND DISCONTINUATION**

**Review**

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy.

**Implementation**

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

**Notification**

Parents will be notified of clarifications needed or approval of a special dietary request.

**Student Absence**

~~If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, contact the Food Service Director or Special Dietary Accommodation Coordinator by 9:00 a.m. [or enter a time] the same day.~~

### **Renewing A Special Dietary Request**

~~An authorized Medical Statement does not need to be updated annually. However, the Food Service Director or Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.~~

### **Discontinuation of a Special Dietary Request**

~~A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Food Service Director or Special Dietary Accommodation Coordinator.~~

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

~~(-) For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.~~

### **Meal Charges**

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the District Administrator. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Administration. Any surplus funds from the National School Lunch Program ~~shall be used to reduce the cost of the service to students or to purchase cafeteria equipment~~ shall be used in a manner permitted by law as determined by the  District Administrator  Board [END OF OPTION]. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

### **Bad Debt**

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred  and after the District Administrator determines that sufficient reasonable effort and approaches to collecting the debt have been made. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

### **Negative Account Balances**

**[DRAFTING NOTE: USDA regulations provide local control with respect to permitting negative lunch account balances, including prohibiting it altogether. The Wisconsin Department of Public Instruction's current position is that it does not intend to issue model policy language or guidelines concerning this issue. As a practical matter, a hard-line rule prohibiting any negative account balances is not recommended. Rather, permitting some limited negative balances to occur, while placing some restrictions on those situations, is likely the most appropriate. Nonetheless, this first option recognizes that each School District does have the choice to prohibit a negative balance without any exceptions].**

OPTION #1

No student will be permitted to purchase any meals for which the student does not have sufficient balance in their food service account or sufficient cash on hand to purchase the food items.

Students receiving paid or reduced-price lunch who do not have sufficient account balance or cash on hand to purchase a meal ( ) will not be provided an alternative meal ( ) will be provided an alternative meal that meets the USDA guidelines applicable to alternative meal options. The District Administrator shall, in coordination with the District's food service, assure that any alternative meals that are provided meet the requisite USDA guidelines for alternative meals. The cost of the alternative meal will be added to the delinquent account.

## **[ ] OPTION #2**

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance ~~as determined by the District Administrator~~ ( ) not to exceed \$ \_\_\_\_\_ ( ) not to exceed an amount equal to one school week of regular meal price **[END OF OPTIONS]**. ( ) Students up to grade 8 will be allowed to incur a negative balance not to exceed \$ \_\_\_\_\_. **[END OF OPTIONAL SENTENCE] [DRAFTING NOTE: The Board may establish a different permissible negative balance for elementary grades to account for the students' lower level of responsibility for managing these accounts at the younger grade levels.]** ~~The District Administrator shall determine the manner of determining permissible account balances by grade level.~~ A student ( ) shall be ( ) shall not be **[END OF OPTION]** permitted to purchase a la carte items without sufficient account balance or cash on hand. ( ) Likewise, any student that has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring their account current.

**[ X ]** A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year.

### **[ X ] [Option A]**

If a student has ~~a significant~~ **reached the permissible level of** negative lunch account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative lunch account balance.

### **[End of Option A]**

### **[ ] [Option B]**

If a student has a significant negative lunch account balance, they shall be provided an alternate meal ( ) at a reduced price recommended by the District Administrator and approved by the Board **END OF OPTION]**, the cost of which shall continue to accrue to a negative lunch account balance, and the student's parent(s) shall be contacted to collect the outstanding charges. The alternate meal will be a low-cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools Regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.

### **[End of Option B]**

## **[END OF OPTIONS]**

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. **( X )** The policy and guidelines will be posted on the District website.

**[Drafting Note: posting to the website is not sufficient to meet the notice requirement, but could be supplemental]**

The food-service program ( ) shall participate **( X )** may participate in the Farm to School Program using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550 - **Competitive Food Sales**. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - **Vending Machines**.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually. ( ) The District Administrator shall assure that the District's vendors and/or Food Service Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.

### **Nondiscrimination Statement**

~~The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):~~

~~In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender status, change of sex, sexual orientation, or gender identity), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.~~

~~Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.~~

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, race, color religion, sex, national origin, age, marital status, veteran status, parental status, sexual orientation, genetic information, or physical, mental, emotional, or learning disability ("Protected Classes") or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

~~To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:~~

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
  - U.S. Department of Agriculture
  - Office of the Assistant Secretary for Civil Rights
  - 1400 Independence Avenue, SW

Washington, D.C. 20250-9410; **or**

2. Fax:  
**(833) 256-1665** or (202) 690-7442; or

3. E-mail:  
program.intake@usda.gov.

This institution is an equal opportunity provider.

~~All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.~~

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Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220

7 C.F.R. Part 225

7 C.F.R. Part 226

7 C.F.R. Part 227

7 C.F.R. Part 235

7 C.F.R. Part 240

7 C.F.R. Part 245

42 U.S.C. Chapter 13

**Last Modified by Ryan Peterson on December 6, 2023**



Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	June 26, 2023
Last Reviewed	December 6, 2023

**Revised Policy - Vol. 32, No. 2**

**8531 - FREE AND REDUCED-PRICE MEALS**

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with (  ) breakfast and [END OF OPTION] lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's administration of the School Nutrition Programs.

The Board designates the

- (  ) District Administrator
- ( ) \_\_\_\_\_

to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall

- (  ) annually
- ( ) twice a year

notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school.

- (  ) and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

**Nondiscrimination Statement**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on ~~race, color, national origin, sex, disability, age,~~ race, color, religion, sex, national origin, age, marital status, veteran status, parental status, sexual orientation, genetic information, or physical, mental, emotional, or learning disability ("Protected Classes") or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. E-mail:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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Legal 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.  
42 U.S.C. 1771 et seq.

**Last Modified by Ryan Peterson on November 30, 2023**





Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Rescind Policy - Vol. 32, No. 2, July 2023 - PARENT ORGANIZATIONS
Code	po9210
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Last Reviewed	December 6, 2023

### **Rescind Policy - Vol. 32, No. 2**

#### **9210 — PARENT ORGANIZATIONS**

~~The Board of Education supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.~~

~~Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the \_\_\_\_\_ as a prerequisite to organizing.~~

~~Representatives and members of approved school related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.~~

~~[ ] Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.~~

~~The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.~~

~~Further, parent organizations shall comply with the rules and procedures set forth in Policy 9211 — District Support Organizations.~~

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**Last Modified by Ryan Peterson on November 30, 2023**





Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - DISTRICT-SUPPORT ORGANIZATIONS
Code	po9211
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	April 23, 2018
Last Reviewed	December 6, 2023

### **Revised Policy - Vol. 32, No. 2**

#### **9211 - DISTRICT-SUPPORT ORGANIZATIONS**

The Board ~~of Education of Education~~ appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

The Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions. **( X )** The District Administrator is authorized to provide support and assistance as appropriate upon the request of such an organization.

The Board encourages parents and District staff to participate in such organizations.

**[ ] OPTION [DRAFTING NOTE: The more oversight the District takes on with respect to these organizations, the more obligation it takes on relative to the activities of the organization. Districts should carefully consider whether this level of oversight serves the interests of the organization and/or the school/District.]**

The District Administrator shall:

- A. **( )** review the objectives of each volunteer group to determine that relevant educational needs are being addressed;
- B. **( )** provide assistance to a group in planning its activities;
- C. **( )** monitor the plans and activities of each group to ensure compliance with laws, Board policies, and the District Administrator's administrative guidelines;
- D. **( X )** communicate school and/or District needs and concerns to the volunteer groups and those of the groups to the Board;
- E. **( X )** approve in-District fund-raising activities of a volunteer group as well as fund-raising activities held off-premises which involve students and require that for any fundraisers by District support organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules;

F.  establish and maintain procedures related to proposed monetary and other gifts to the District that will provide for proper screening, acceptance, acknowledgement, and use, consistent with accounting procedures established by the State;

~~( ) inform participants that a~~ Any organization described in this policy must obtain advance written permission from  the District Administrator  Building Principal or District Administrator  the Board **[END OF OPTIONS]** before using any of the District's logos or name  as well as the District's or school's slogans, specifically: \_\_\_\_\_, \_\_\_\_\_ **[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.

By the end of \_\_\_\_\_ June \_\_\_\_\_ of each year, each group shall submit its tentative goals and objectives along with its fund-raising plans for the next school year to the District Administrator for review by the Board. Should the goals and objectives or fund-raising plans change during the school year, the District Administrator is to be advised before any final revisions are made.

The District Administrator shall implement administrative guidelines that will require each group's fund-raising activities are in compliance with all applicable Board policies, including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day. The guidelines shall also require that the funds are used for school-related projects that have the approval of the District Administrator and the Principal.

~~The District Administrator shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than \_\_\_\_\_ June \_\_\_\_\_ of each year.~~

**[END OF OPTION]**

Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like.

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Last Modified by Ryan Peterson on December 6, 2023



Book	Administrative Guideline Manual
Section	1000 Administration
Title	Copy of REVISING JOB DESCRIPTIONS FOR COMPLIANCE WITH ADA/504
Code	ag1400
Status	Proposed to Policy & Human Resources Committee
Adopted	February 22, 2018
Last Reviewed	January 3, 2024

#### 1400 - **REVISING JOB DESCRIPTIONS FOR COMPLIANCE WITH ADA/504**

The Americans with Disabilities Act (ADA) requires that the District's job descriptions be reviewed and, if necessary, revised to ensure that employment practices do not discriminate against any current staff member or job candidate who has a disability as defined in ~~AG 3122~~. **Policy 8913 - Section 504/ADA Prohibition Against Disability Discrimination in Employment.**

The following procedure should ensure that each job description adequately and accurately reflects the mental and physical requirements to fulfill properly the expectations of the job.

Because there is more likelihood that physical impairments will interfere with job functioning in classified positions, these job descriptions should be reviewed/revised first.

For each job description:

##### Step One

List each of the tasks associated with the job and then the activities associated with each task. It may help to think through, step by step, a typical work day from beginning to end and then add in the additional tasks that the job requires from time-to-time. Identify those tasks **that are essential** to completing the responsibility properly, that is, those tasks that are essential to fulfilling the responsibility. Then, identify those tasks that are marginal to the position.

##### Step Two

For each activity, describe how the activity is performed...what physical motions are involved....what tools/equipment need to be used and how.

##### Step Three

Determine what knowledge, literacy skills, and technical skills a person has to have in order to complete the job responsibility in a way that meets District expectations. For example, is it necessary for the person to be able to compute well enough to solve problems involving arithmetic or write clearly and legibly, or understand written directions?

The revised job description masters should be kept on file in the District office with copies provided to the staff member and his/her supervisor. Job descriptions should be updated whenever there is an addition to or modification in a job.

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**Last Modified by Ryan Peterson on December 22, 2023**



Book	Administrative Guideline Manual
Section	2000 Program
Title	Copy of NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	ag2266
Status	
Adopted	August 17, 2020

#### 2266 - **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

This guideline provides additional information about the District's procedures in addressing allegations of sex discrimination, including sexual harassment. All information below supplements Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. To the extent, there is a conflict between these guidelines and Policy 2266, the policy controls.

#### **General Information**

**Sexual Harassment:** Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature that is determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual Harassment may involve the behavior of a person of any gender against a person of the same or another gender.

The following conduct – if sufficiently severe, pervasive, **and** objectively offensive – may constitute sexual harassment (this list provides examples and is not meant to be exhaustive or exclusive):

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. Unwanted physical and/or sexual contact;
- C. Threats or insinuations implying that a person's conditions of education or employment may be adversely affected by not submitting to sexual advances;
- D. Unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, profanity, jokes, or innuendoes;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature;
- F. Unwelcome and inappropriate touching, patting, or pinching;

- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; and
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

Sexual assault, for purposes of Policy 2266, refers to any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (e.g., due to the person's age, intellectual or other disability, or use of drugs or alcohol). Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape. All such acts of sexual assault are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX and Policy 2266.

### **Title IX Coordinator(s)**

The following individual(s) serve as the District Title IX Coordinator(s) and are responsible for overseeing and coordinating the District's efforts to comply with Title IX and its implementing regulations:

**Michelle Johnson**  
**Manawa Middle School & Little Wolf High School Principal**  
 920-596-~~5332~~ 2524  
 800 Beech Street  
 Manawa, WI 54949  
~~ebrien~~mjohnson@manawaschools.org

~~Daniel Wolfgram~~ **Jeff Bortle**  
 Manawa Middle School & Little Wolf High School ~~Principal~~ **Dean of Students**  
 920-596-~~5310~~ 2524  
 515 East 4th Street  
 Manawa, WI 54949  
~~dewolfgram~~jbortle@manawaschools.org

The Title IX Coordinator(s) reports directly to the District Administrator. Questions about Policy 2266 and/or this administrative guideline should be directed to the Title IX Coordinator(s).

### **Notices**

The Title IX Coordinator's(s') name(s), title(s), and contact information – including office address(es), telephone number(s), and email address(es) - must be published:

- A. On the District's website;
- B. In the student, parent, and staff handbooks;
- C. In the District's Annual Report to the public.

Board Policy 2266 must also be published on the District's website and in each handbook or catalog that the District makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board.

### **Reports of Sexual Harassment**

All students and Board employees share responsibility for avoiding, discouraging, and reporting sexual harassment.

The Title IX Coordinator(s) shall be available during regular school/work hours to discuss Title IX questions, including questions related to sexual harassment, and assist students, parents/guardians, employees, other members of the School District community, and Third-Parties with any issues they may have related to Policy 2266. The Title IX Coordinator(s) shall accept reports of sexual harassment directly from any member of the School District community or any Third Party. Reports may be submitted in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') published contact information, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-work hours).



The District will be considered to have actual knowledge of sexual harassment or an allegation of sexual harassment if: 1) a formal complaint is filed by a Complainant (or a parent/guardian on behalf of a minor child); 2) a Board employee receives a report or otherwise has notice of an incident of sexual harassment or allegations of sexual harassment; or 3) a Board employee witnesses the misconduct. The District may also receive notice about sexual harassment in an indirect manner from a member of the local community, social networking sites, the media, or if the information is shared by survivors during public awareness events or campaigns.

When a Board employee files a report of sexual harassment or allegations of sexual harassment with the Title IX Coordinator, the employee is required to report all known details about the alleged sexual harassment, including: 1) the name of the alleged Respondent; 2) the person who experienced the alleged sexual harassment (i.e., the Complainant); 3) other persons involved in the alleged Sexual Harassment; and 4) any other relevant facts, such as date, time, and location.

When possible, before a reporting student or parent/guardian discloses the above information, the Board employee should inform the student and/or parent/guardian of the employee's obligation to report the information to the Title IX Coordinator.

The employee will also inform the student and/or parent/guardian of his/her right to file a Formal Complaint with the school and a separate complaint with local law enforcement.

Upon receiving a report of sexual harassment or allegations of Sexual Harassment, the Title IX Coordinator will provide the appropriate notice to the Complainant, discuss supportive measures with the Complainant, and explain the formal complaint process. The Title IX Coordinator will also inform the Complainant that s/he is available to assist the Complainant in filing a formal complaint if that is what the Complainant wants to do. The Title IX Coordinator will further explain to the Complainant that Federal law includes protections against retaliation, and that the District will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

When it comes to allegations of stalking, the Title IX Coordinator will inform the Complainant that it is important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of sexual harassment investigations.

If the report involves a student Respondent, while the Title IX Coordinator is communicating with the Complainant concerning supportive measures and whether to file a formal complaint, the District Administrator will determine whether the circumstances warrant consideration of emergency removal of the student Respondent.

If the District Administrator decides that the situation calls for possible emergency removal of the student Respondent, the District Administrator will direct the Principal to convene a team of educators and other appropriate staff members (e.g., school psychologist, guidance counselor, mental health counselor, etc.) to conduct an individualized safety and risk analysis. The team will be tasked with determining whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal.

If the team determines the student Respondent poses such a threat, it will recommend to the Principal that the District implement an emergency removal (i.e., removal of the student Respondent from the school premises). If the Principal agrees with the recommendation, the Principal will notify the student Respondent, remove the student Respondent from the school premises for the remainder of the school day, and begin the process of suspending or expelling the Respondent pursuant to Wis. Stat. Sec. 120.13. The student Respondent will have an opportunity to challenge the team's recommendation and the Principal's corresponding decision to remove the student Respondent immediately following the implementation of the removal. The challenge may be filed directly with the District Administrator – even before any recommendation for expulsion is processed by the District Administrator – or by following the due process procedures outlined in Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Student, and Policy 5611 – Due Process Rights.

### **Formal Complaint of Sexual Harassment**

The Complainant (or his/her parent/guardian if the Complainant is a minor) may file a formal complaint with the Title IX Coordinator. Alternatively, the Title IX Coordinator may sign a formal complaint to initiate an investigation contrary to the wishes of the complainant in situations where doing so is not clearly unreasonable in light of the known circumstances. When deciding whether to sign a formal complaint, the Title IX Coordinator should consider a variety of factors, including but not limited to: 1) circumstances that suggest an increased risk of repeated sexual harassment, such as the alleged Respondent's previous history of threats; 2) whether the sexual harassment was perpetrated with a weapon; 3) the age of the student subjected to the sexual harassment; 4) and whether the school can obtain relevant evidence through other means, such as from security cameras or witnesses.

The District will honor a student's or a parent's request to inform an alleged Respondent that the Title IX Coordinator made the decision to proceed with signing the formal complaint without the student's or parent's consent.

The Title IX Coordinator must balance the student's or parent's request that a formal complaint not be initiated with the District's obligation to provide a safe and non-discriminatory environment for all students.

Even when the Title IX Coordinator signs the formal complaint, the Title IX Coordinator is not a Complainant; the Complainant remains the individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Upon receipt of a formal complaint, the District will follow its grievance process and procedures and undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

### **Grievance Process**

The District's grievance process and procedures are detailed in Policy 2266. The grievance process seeks a prompt and equitable resolution of the formal complaint.

It is critical that the Title IX Coordinator, and any investigator, decision-maker, or person designated to facilitate an informal resolution, does not have a conflict of interest or bias for or against complainants and respondents generally or any individual Complainant(s) or Respondent(s).

The Title IX Coordinator shall appoint an investigator (unless the Title IX Coordinator intends to serve as the investigator) and a decision-maker to assist the District in resolving the formal complaint. Upon being assigned to conduct an investigation or to serve as a decision-maker, the investigator and the decision-maker shall confirm in writing that they do not have a conflict of interest or bias for or against complainants and respondents generally. The investigator and decision-maker shall also – after learning the name(s) of the Complainant(s) and Respondent(s) – confirm in writing that they do not have a conflict of interest or bias for or against the individual Complainant(s) and Respondent(s) involved in the specific formal complaint.

In appropriate circumstances, the Title IX Coordinator may appoint/assign a person to facilitate an informal resolution process. The facilitator must confirm in writing that s/he does not have a conflict of interest or bias for or against complainants and respondents generally, and does not have a conflict of interest or bias for or against the individual Complainant(s) and Respondent(s) involved in the specific formal complaint.

Within two (2) days of learning of the identity of the investigator, decision-maker, and/or facilitator of the informal resolution process, the Complainant and/or Respondent may submit a written objection to the Title IX Coordinator concerning the investigator, decision-maker and/or facilitator of the informal resolution process, based upon an actual or perceived conflict of interest or bias for or against complainants and/or respondents generally or either party to the Formal Complaint. The objecting party must explain the basis for the contention that the investigator, decision-maker, and/or facilitator of the informal resolution process has a conflict of interest or is biased and submit any substantiating evidence. Within two (2) days of receiving the written objection, the Title IX Coordinator will decide whether to replace the investigator, decision-maker and/or facilitator of the informal resolution process and notify the parties of the decision, including the reasons for it.

If there is an ongoing criminal investigation involving the incident that is the subject of the formal complaint, the Title IX Coordinator will seek to implement the District's grievance process in a manner that does not unduly impact the criminal investigation. To the extent appropriate, the Title IX Coordinator and/or the District-assigned investigator will consider whether information can be shared among the criminal investigators and the District-assigned investigator so that the Complainant(s) is/are not unnecessarily required to give multiple statements about an alleged traumatic event. If the investigation includes forensic evidence, the District-assigned investigator may consult with local law enforcement or a forensic expert to ensure that the District-assigned investigator is correctly interpreting the evidence.

While the District will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its own Title IX investigation, it may delay temporarily the investigation portion of the grievance process while the police are gathering evidence. During this delay in the Title IX investigation, the Title IX Coordinator will implement supportive measures. The Title IX Coordinator will also continue to provide reasonable updates to the parties on the status of the investigation and inform the parties when the school resumes its Title IX investigation.

If the Title IX Coordinator delays the investigation portion of a Title IX investigation due to an ongoing criminal investigation, it will promptly resume and complete the investigation once the District learns that the applicable law enforcement has completed its evidence-gathering stage of the criminal investigation. The District will not unreasonably delay its investigation or the determination of responsibility until the ultimate outcome of the criminal investigation or the filing of any charges. The District may work with its local law enforcement and local prosecutor's office to learn when the evidence-gathering stage of the criminal investigation is complete.

### **Off-Campus Sexual Harassment**

The District is required to investigate a formal complaint that involves conduct that occurred in the District's education program or activity, even if the conduct occurred off school property. The District's education program or activity includes locations, events, and circumstances in the United States over which the Board exercises substantial control over the Respondent and the context in which the sexual harassment occurs. The Title IX Coordinator shall determine whether any alleged off-campus sexual harassment occurred in an educational program context or school activity. If it did, the grievance process and procedures shall apply and are implemented in the same manner as with an on-campus complaint. Whether the alleged misconduct occurred in this context may not always be apparent from the initial complaint, so the Title IX Coordinator may need to gather additional information to make such a determination. Off-campus educational programs and activities include school-sponsored field trips, athletic team travel, and school club events.

Upon receipt of a report of sexual harassment made pursuant to Policy 2266, the Title IX Coordinator will conduct a preliminary assessment to determine:

- A. Whether the alleged conduct, as reported, falls, or could fall, within the scope of Policy 2266; and
- B. Whether the alleged conduct, as reported, constitutes, or could constitute sexual harassment.

If the Title IX Coordinator determines that the alleged conduct could not fall within the scope of Policy 2266, and/or could not constitute sexual harassment, even if investigated, the Title Coordinator will close the matter and notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act ("FERPA"). The Title IX Coordinator may refer the report to the Principal or another staff member, as appropriate.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of Policy 2266, and/or could constitute sexual harassment, if investigated, the Title IX Coordinator shall contact the Complainant.

As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if such identity is not apparent from the report.

Upon receipt of a formal complaint, the Title IX Coordinator will confirm whether the alleged conduct falls within the scope of Policy 2266, including whether the conduct, as reported, constitutes or could constitute sexual harassment, and whether the incident(s) occurred within the context of the District's education program or activity. If the Title IX Coordinator determines the conduct did not occur in the context of an educational program or activity, or could not constitute sexual harassment, even if investigated, the Title IX Coordinator will dismiss the Formal Complaint but may refer the matter to the Principal to consider whether the alleged misconduct, while not a Title IX violation, may still involve the creation of an impermissible hostile or discriminatory environment that is prohibited under the Board's other nondiscrimination and anti-harassment policies.

### **Supportive Measures**

Supportive measures involve non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Supportive measures must be offered to the Complainant after a report of sexual harassment is made and regardless of whether a formal complaint is filed, and to both the Complainant and the Respondent after a formal complaint is filed.

The District will implement supportive measures that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. The District will contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), and other similar measures (e.g., instituting changes to extracurricular activities, transportation, and lunch in order to allow the Complainant and Respondent to avoid contact; informing the Complainant of other available resources, such as victim advocacy, academic support, disability services, health and mental health services, the right to report a crime to local law enforcement, the right to seek judicial no-contact, restraining and protective orders, and other forms of legal assistance).

The Title IX Coordinator will determine appropriate supportive measures on a case-by-case basis.

### **Notice Provided Prior to a Meeting, Interview**

In advance of any interview or meeting the Title IX Coordinator, investigator and/or decision-maker will transmit a written notice to the Complainant and Respondent that includes:

- A. A physical copy of Policy 2266 or a hyperlink to Policy 2266;
- B. Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, including the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident (if known);
- C. A statement that the Respondent is presumed not responsible for the alleged sexual harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- D. Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice;
- E. Notifying the Complainant and Respondent of their right to inspect and review evidence;
- F. Notifying the Complainant and Respondent of the District's prohibitions on retaliation and false statements; and
- G. Information about resources that are available at the District and in the community.

Should the Title IX Coordinator decide, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the Title IX Coordinator will provide a supplemental written notice describing the additional allegations to be investigated.

### **Role of Advisors**

All parties are entitled to have an advisor of their choosing to assist them throughout the grievance process. The advisor may be a parent/guardian, relative, friend, attorney, or any other supporter that the party chooses to advise them who is eligible and available. A party may not select a person who is identified as or may be called as a witness to serve as an advisor, with the exception of a parent/guardian.

The parties are expected to notify the Title IX Coordinator, investigator, and/or decision-maker of the identity of their advisors at least two (2) days before any meeting, interview. A party may change advisors during the grievance process but needs to provide a minimum of two (2) days advanced notice to the Title IX Coordinator, investigator, and/or decision-maker, as appropriate.

A party's advisor is permitted to accompany the party in all meetings and interviews at which the party is entitled to be present, including intake, investigative interviews, and appeals. Advisors should help their advisees to prepare for each meeting.

Advisors are expected to conduct themselves in a professional and ethical manner, with integrity and in good faith.

All advisors are subject to the same rules, regardless of whether they are an attorney or not. The Title IX Coordinator, the investigator, and the decision-maker shall have the discretion to determine whether advisors may be permitted to present on behalf of the Complainant or Respondent in a meeting or interview. Under no circumstances would a parent/guardian be prevented from doing so. Any limitations placed on the advisors shall apply to the advisors for all parties. If it is determined the advisors are not permitted to present on behalf of the Complainant or Respondent, the advisor should request or wait for a break in the proceeding before interacting with District officials. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. Advisors may request breaks, as needed, in order to confer with their advisees.

Prior to the first meeting or interview, the Title IX Coordinator, the investigator, or the decision-maker will meet or speak with the advisors to clarify their roles and answer any questions they may have.

Advisors are prohibited from interfering with the investigation or the grievance process. If an advisor acts in a disruptive manner or outside the role at a meeting or interview, the District official in charge of the meeting or interview will warn the advisor. If the advisor continues to disrupt the proceeding or act in an unprofessional manner, the advisor will be asked to leave and will be dismissed from the meeting or interview. Except with respect to a hearing, the meeting or interview will typically continue after the advisor is excused. The Title IX Coordinator will subsequently decide whether the original advisor will be reinstated or will need to be replaced by a different advisor.

In order for the District to share documentation related to the allegations pertaining to a student with the student party's advisor, the eligible student or the student party's parent/guardian must provide written consent authorizing such sharing.

The parties are not restricted from discussing or sharing information related to the allegations with their advisor or others who may support or assist them in the process.

Consistent with the Title IX regulations, advisors are required to maintain the privacy of records shared with them by the District during the grievance process; pursuant to FERPA, the records may not be shared with third parties, disclosed publicly, or used for purposes unrelated to the grievance process.

If an advisor is unable to attend a meeting in person, the District official in charge of the meeting will attempt to arrange for the advisor to participate by telephone, video, and/or virtual meeting. However, an advisor's inability to attend a meeting will ordinarily not excuse or prevent the meeting from occurring.

If a party is a Board employee who is entitled to a union representative, the Board employee may be accompanied by both a union representative as well as another advisor at any meeting or interview .

### **Remedies**

If the decision-maker(s) determines the Respondent is responsible for violating Policy 2266, the District will take prompt and effective steps to end the sex discrimination/sexual harassment, prevent its recurrence, and remedy its effects. The decision-maker's(s') written determination should recommend to the Title IX Coordinator and the District Administrator appropriate remedies that may include, but are not limited to:

- A. Providing an escort for the Complainant to move safely between classes and activities;
- B. Ensuring the Complainant and Respondent do not share classes or extra-curricular activities (e.g., re-arranging schedules at the Complainant's request);
- C. Providing medical, counseling, and academic support services to the Complainant and/or Respondent;
- D. Affording/arranging for the Complainant to have extra time to complete or re-take classes or exams without academic penalty (e.g., the Complainant is provided extensions on due dates for papers, assignments, quizzes, tests, etc.);
- E. Reviewing disciplinary proceedings/actions against the Complainant to see if there is a causal connection between the sexual harassment and the misconduct that may have resulted in the Complainant being disciplined;
- F. Initiating evaluations for special education or accommodations/modifications under the Individuals with Disabilities Education Improvement Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
- G. Imposing disciplinary sanctions/consequences, up to and including expulsion or permanent exclusion on a student Respondent and termination on an employee Respondent; and
- H. Ordering other global remedies such as:
  1. Training or re-training employees;
  2. Developing and distributing materials on sexual harassment;
  3. Conducting sexual harassment prevention programs; and/or
  4. Conducting climate checks/surveys.

### **Training**

#### **All Employees**

Given that the District is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has notice of same, all Board employees shall receive training in:

- A. The definition of Sexual Harassment (as that term is used in Policy 2266);
- B. The behaviors and conduct that lead to and result in Sexual Harassment;
- C. The attitudes of bystanders allowing the misconduct to continue;
- D. The potential for re-victimization by Board employees and its effect on students;
- E. Appropriate methods for responding to a student who may have experienced Sexual Harassment, including the use of nonjudgmental language;

- F. The impact of trauma on victims;
- G. The person(s) to whom such misconduct must be reported, including the contact information for the Title IX Coordinator(s); and
- H. What information should be included in a report, the consequences for failing to report, and what information must be provided to the student and/or parent. For example, Board employees will be trained to inform students about: 1) the employee's reporting responsibilities; and 2) their right to file a Title IX complaint with the school and to report a crime to local law enforcement. Board employees shall be trained to report to the Title IX Coordinator(s) both allegations of and actual incident(s) involving sexual harassment, without determining first whether the incident or allegations meet the applicable definition of sexual harassment or are substantiated.

#### **Title IX Coordinator(s)/Investigator(s)/Decision-Maker(s)/Facilitators of Informal Resolution Process**

The District's Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or persons designated to facilitate an informal resolution process, shall receive training on the definition of sexual harassment (as that term is used in Policy 2266), the scope of the District's education program or activity, how to conduct an investigation and grievance process including , appeals and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

The training shall include information on the following topics:

- A. Working with and interviewing persons subjected to sexual harassment;
- B. Particular types of conduct that constitute sexual harassment;
- C. The proper standard of review for formal complaints (i.e., preponderance of the evidence);
- D. Consent, incapacity, coercion, force, and the role age, mental or physical disability, and/or drugs or alcohol can play in a person's ability to consent;
- E. The importance of accountability for Respondents determined responsible for engaging in sexual harassment;
- F. The need for remedial actions for the Respondent, Complainant, and school community;
- G. How to determine credibility;
- H. How to evaluate evidence and weigh it in an impartial manner;
- I. How to conduct investigations;
- J. Confidentiality;
- K. The effects of trauma; and
- L. Cultural awareness training about how sexual harassment may impact students differently depending on their cultural backgrounds.

Investigators must receive training on how to prepare an investigative report that fairly summarizes relevant evidence.

Any materials used to Train IX Coordinators, investigators, decision-makers, and any persons who facilitate an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

#### **Students**

The District shall provide age-appropriate education about sexual harassment to students . In the younger grades, the District will cover these topics in its anti-bullying and harassment training. In the older grades, students will receive training in specific topics, including:

- A. Title IX and what constitutes sexual harassment under the school's policies;
- B. The school's definition of consent applicable to sexual conduct, including examples;
- C. How the school analyzes whether the conduct was unwelcome under Title IX;

- D. How the school analyzes whether unwelcome sexual conduct creates a hostile environment;
- E. Reporting options, including how to file a formal complaint and any timeframes set by the school for reporting;
- F. The school's grievance process and procedures used to address reports of and formal complaints alleging sexual harassment;
- G. Disciplinary code provisions relating to sexual harassment and the consequences of violating those provisions;
- H. Effects of trauma;
- I. The role alcohol and drugs often play in sexual harassment incidents, including the deliberate use of alcohol and/or other drugs to perpetrate sexual harassment;
- J. Strategies and skills for bystanders to intervene to prevent possible sexual harassment;
- K. How to report sexual harassment to school officials and local law enforcement and the ability to pursue law enforcement proceedings simultaneously with a Title IX grievance; and
- L. Title IX's protections against retaliation.

The training will also encourage students to report sexual harassment, even if they are unsure whether the incident meets the definition of sexual harassment contained in Policy 2266. The District will emphasize that its primary concern is student safety, and that use of alcohol or drugs never makes the alleged victim at fault for sexual harassment.

The District shall specifically inform students that all Board employees are responsible for reporting information involving Sexual Harassment to the Title IX Coordinator(s), including the need to report the names of the alleged Complainant and Respondent, as well as relevant facts including the date, time and location. The issue of confidentiality will be discussed during the training.

Further, the District shall identify the individuals with whom students can speak confidentially and offer information about resources such as victim advocacy, academic support, counseling, disability services, and health and mental health services.

The District shall provide the above training on a regular basis and periodically review their efficacy.

### **Retaliation**

Federal law strictly prohibits retaliation against a Complainant, Respondent, or witness. The Title IX Coordinator will inform the Complainant, Respondent, and other individuals who participate in the grievance process of this prohibition and direct the Complainant to report any retaliation, whether by students, Board employees, or other members of the School District community or Third Parties. Upon learning of alleged retaliation, the Title IX Coordinator and/or the District Administrator will take strong responsive action as appropriate.

### **Contact Information for the Office of Civil Rights**

Individuals may submit questions or file complaints relating to Title IX with the U.S. Department of Education's Office for Civil Rights at any time. OCR's regional office in Chicago has jurisdiction for all of Wisconsin:

U.S. Department of Education  
 Office for Civil Rights  
 Chicago Office  
 John C. Kluczynski Federal Building  
 230 S. Dearborn Street, 37<sup>th</sup> Floor  
 Chicago, IL 60604  
 (312) 730-1560  
 Fax: (312) 730-1576  
 Email: OCR.Chicago@ed.gov  
 Web: <http://www.ed.gov/ocr>

### **Retention of Investigatory Records and Materials**

The Title IX Coordinator is responsible for overseeing the retention of all records that must be maintained pursuant to Policy 2266. All investigators, decision-makers (including decision-makers of appeals) and facilitators of informal resolution processes shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, determination of responsibility, or informal resolution process, which may include but are not limited to:

- A. all written reports, allegations, formal complaints, statements, and responses pertaining to an alleged violation of Policy 2266;
- B. any narratives that memorialize oral reports, allegations, formal complaints, statements, and responses pertaining to an alleged violation of Policy 2266;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation, determination of responsibility, and/or the District's response to an alleged violation of Policy 2266;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of Policy 2266 (i.e., not an after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. Written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of Policy 2266;
- I. dated written determinations of responsibility/investigative reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of Policy 2266;
- J. documentation of any supportive measures offered and/or provided to Complainants and/or Respondents, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of Policy 2266 (e.g., Student Code of Conduct and/or Employee/Administrator Handbooks);
- M. copies of any documentation that memorializes any informal resolution to a formal complaint of sexual harassment;
- N. documentation of any training provided to Board employees related to Policy 2266, including but not limited to, notification of the prohibitions and expectations of staff set forth in the policy and the role and responsibility of all Board employees related to enforcement of Policy 2266, including their duty to report alleged violations of the policy and/or conducting an investigation and making a determination of responsibility related to any formal complaints of sexual harassment;
- O. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. copies of any notices sent to the Respondent that detail allegations of conduct that may constitute a violation of Policy 2266;
- Q. copies of the notices sent to the Complainant and Respondent in advance of any interview or meeting;
- R. copies of any documentation or evidence used during an investigatory meeting or hearing, including the investigative report, and any written responses submitted by the Complainant or the Respondent to it.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., Wis. Stat. § 118.125) – e.g., student records and confidential medical records.



The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation or proceeding related to the determination of responsibility shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than seven (7) calendar years, but longer if otherwise required by the District's records retention schedule.

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Book	Administrative Guideline Manual
Section	2000 Program
Title	Copy of INDEPENDENT STUDY
Code	ag2370A
Status	Proposed to Policy & Human Resources Committee
Adopted	April 23, 2018
Last Reviewed	January 3, 2024

#### 2370A - **INDEPENDENT STUDY**

Independent study is available to staff to better meet the needs of students. Its purposes are:

- A. to broaden curriculum content when the regular school program limits student growth and learning;
- B. to provide students with an opportunity to make decisions (to select from a series of options) about their activities in school;
- C. to place students in a more active role in the learning process;
- D. to provide learning experiences tailored to individual interests, talents, and needs.

**Level I** - The selection and the study is largely **teacher-directed**. Frequent review and discussion with the teacher is required. Subject matter is closely related to class instruction.

**Level II** - The selection and the study is more student-directed. The students must confer with the teacher once each week.

**Level III** - The student is responsible for selecting the areas and directing **his/her** own learning. **S/He** The student reports to **his/her** teacher by appointment. Projects may range far afield from a regular course.

Projects may be interdisciplinary in nature. Opportunities to work or study in other areas (laboratories, shops, etc.) or off campus may be arranged through the Guidance office.

A student (group of students) who desires to participate should meet the following criteria:

- A. expressed interest in undertaking the work
- B. ability to identify goals or purposes
- C. ability to manage time and resources
- D. achievement in current course work

Students who fail to maintain self-discipline and accomplishment both in course work and the option program will be phased out of the independent study program.

A completed option program project may take many forms, such as a term paper, an essay, a script, a film, an audio or visual recording, an oral tape recording, etc. The final report should include:

- A. a log showing how time was utilized;
- B. a bibliography of materials used - print and nonprint;
- C. an evaluation of the project.

The contract-application for the selected option will be filed with the

- A. student,
- B. teacher,
- C. parent,
- D. ~~guidance~~school counselor

When a student has initiated and successfully completed the program, it is to be noted in the student's permanent record and transcript.

A completed copy of the project together with the application-contract will be kept on file in the ~~Guidance~~School Counseling Office.

### **Role of Teacher**

As in all learning, the role of the teacher in any educational option program is crucial. Specifically the teacher must:

- A. ~~Must~~ demonstrate working knowledge of the current literature concerning that type of activity and be properly certified;
- B. provide instruction in the skills necessary to successfully complete the project;
- C. assist students in defining the purpose and intended outcomes of their projects and in selecting methods which best ensure the purposes and outcomes are achieved;
- D. meet with students involved on a regular basis to counsel, review progress, and to provide constructive feedback. Such feedback should specify:
  1. Strengths of the work completed;
  2. Strategies to improve the quality of the project;
  3. Assistance in defining the next steps of the project timeline;
  4. Direct instruction for areas where assistance is needed;
  5. Self-assessment by the student based on project outcomes.

Independent study is to be evaluated on the basis of how well the goals of the program are being accomplished and how well each student is achieving the expected results of ~~his/her~~the student's individual project. Assessment shall provide evidence of:

- A. increased application of knowledge;
- B. acquisition and application of needed skills and techniques;
- C. formation of attitudes needed for such learning;
- D. Fulfillment of pre-defined project outcomes.

Teacher-student conferences throughout an option project can serve an evaluative function. Each should be recorded indicating dates, time, and results. A final conference involving the student, teacher, and parent is necessary for all level three projects.

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Book	Administrative Guideline Manual
Section	2000 Program
Title	Copy of SUMMER SCHOOL
Code	ag2440
Status	Proposed to Policy & Human Resources Committee
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Last Revised	February 28, 2022
Last Reviewed	January 3, 2024

#### 2440 - **SUMMER SCHOOL**

In accordance with Board policy, the District's summer school curriculum will consist of remedial programs for grades Kindergarten through 12<sup>th</sup> grade, enrichment programs for grades four (4) year old kindergarten through 12<sup>th</sup> grade, recreational programs.

Staff members are requested to notify the Principal with regard to those students who could benefit most from summer classes. Parents of said children will be contacted about the recommendation for attendance, but are not required to attend.

##### **A. Eligibility**

1. All school-age children residing in the District have the right to attend a summer or interim session program, including home-school and private-school students.
2. Students who have been enrolled in full-time open enrollment must be allowed to attend summer, even if they do not intend to return in the fall. They are eligible to attend summer or interim session school following their first year of full-time attendance.
3. Children who are legal residents of the state, living in the District during the summer session may be given the status of residents of the District for the purpose of attendance at summer or interim session classes, even though the children were not regular residents of the District during the preceding regular school session.

##### **B. Supervision**

In accordance with guidelines for summer schools established by the Department of Public Instruction which generally follow those required of regular school sessions, the coordinator(s) of Summer School shall carry the same responsibilities as those generally accepted by the Principal of the regular school session. **S/HeThe Principal** is responsible for the total operation of the school and should give particular attention to the quality of instruction and supervision of **his/herthe** staff.

##### **C. Assignments**

The assignment of students to summer school courses will be based on the District procedures.

##### **D. Course Offerings**

1. To receive advanced credit for a subject not previously taken in high school, the student shall receive class instruction in summer equivalent to an amount not less than the minimum customarily required in high school.
2. Courses to be offered in a summer school will be selected by the District Administrator on the advice of the Principals and Summer School Coordinator(s) and with the approval of the Board.
3. The District Administrator, acting upon the recommendation of the Principal and Summer School Coordinator(s) may discontinue any course for reasons of insufficient enrollment.

#### **E. Tuition/Fees**

1. Nonresident students shall be charged tuition as determined by the District.
2. All students shall be assessed fees for materials as permitted by DPI regulations and may be charged a reasonable fee for any social, recreational, or extra-curricular activity.
3. A refund may be requested within the first day of school.
4. Payment in full should be received before school starts, however, a fee waiver may be requested.

#### **F. Performance Responsibilities**

1. The Summer School Coordinator(s) shall recommend all personnel, subject to the approval of the Board of Education.
2. The Principals of all participating schools should be consulted for professional staffing recommendations.
3. The Summer School Coordinator(s) shall be responsible for obtaining equipment, supplies, and instructional materials.
4. The Summer School Coordinator(s) shall direct the activities of the professional and support staff members in the performance of their responsibilities.

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Book	Administrative Guideline Manual
Section	2000 Program
Title	Copy of ALTERNATIVE PLACEMENT
Code	ag2451 RESCIND
Status	Proposed to Policy & Human Resources Committee
Adopted	April 23, 2018
Last Reviewed	January 3, 2024

#### **2451 — ALTERNATIVE PLACEMENT**

The purpose of the Phoenix Program is to provide a different program and learning environment for at-risk students who are not succeeding in the regular school setting.

#### **Procedure for Alternative Program Placement**

Whenever the principal or Building Consultation Team has identified a potential student for the Phoenix Program, a determination should be made whether or not the student is eligible under IDEA or Section 504 (see AG 2260).

For any student not eligible under IDEA or 504, an educational plan should be developed based on the student's needs and the resources that would be needed or are available within the Phoenix Program.

Once a plan has been agreed upon by the appropriate staff members, a meeting should be arranged with the parents to discuss the at-risk situation and educational plan and seek their concurrence.

#### **Characteristics of the Educational Plan**

When the educational plan has been completed, it should provide sufficient answers to the following questions:

- A. What learning objectives need to be met that cannot be met effectively in the current school environment?
- B. For each identified objective, what will the student be able to do or express that would confirm s/he has demonstrated the learning at a minimally acceptable level of quality (MALQ)? ....at the desired level of quality (DLQ)?
- C. What is the schedule of activities in which the student needs to participate in order to accomplish each of the learning objectives?
- D. What instructional resources (people, materials, technology, etc.) will be needed in order for the student to accomplish each of the learning objectives?
- E. What special accommodations will be necessary in order for the learning activities to be effective?
- F. What will be the means for assessing the extent to which the student has accomplished each of the learning objectives?
- G. What contingencies have been planned in the event the student does not achieve the learning objectives at an acceptable level of quality?

H. ~~What extra costs will be involved in providing this alternative educational program?~~

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Book Administrative Guideline Manual

Section 2000 Program

Title Copy of New Guideline - Vol. 32, No. 2, July 2023 - PROGRAM OR CURRICULUM MODIFICATIONS

Code ag2451

Status Proposed to Policy & Human Resources Committee

Last Reviewed January 3, 2024

**New/Renumbered & Revised Guideline - Vol. 32, No. 2**

**52502451 – PROGRAM OR CURRICULUM MODIFICATIONS**

Requests for program or curriculum modifications shall be handled as follows:

- A. The request must be submitted on the appropriate form, with any required attachments, signed by the parent. If the request is submitted by a student, then the parent must be notified of the request before any further action is taken.
- B. The completed request form shall be submitted to the ( ) District Administrator (  ) Principal ( ) School Counselor ( ) \_\_\_\_\_ **[END OF OPTIONS]**.
- C. ( ) The District Administrator shall submit the request to the ( ) Board ( ) Principal ( ) School Counselor ( ) \_\_\_\_\_ **[END OF OPTIONS]** for a decision. Any Board discussion of the request shall be in closed session pursuant to State law.
- D. (  ) The request shall be approved or denied by the ( ) Board (  ) District Administrator ( ) Principal ( ) School Counselor ( ) \_\_\_\_\_ **[END OF OPTIONS]**.
- E. The ( ) Board (  ) District Administrator ( ) Principal ( ) School Counselor ( ) \_\_\_\_\_ **[END OF OPTIONS]** shall provide a written response to the student or parent who submitted the request within            **calendar ninety (90)** days of the request being submitted, in accordance with Policy **52502451** – Program or Curriculum Modifications. If the request for a program or curriculum modification is denied, the reason(s) for the denial shall be included in the written response.
- F. ( ) The District Administrator shall inform the Board of any approved or denied request for program or curriculum modification. Such notification shall either be in closed session of the Board or by nonpublic communication to preserve the privacy rights of students.
- G. A parent may appeal any decision to the Board, in accordance with Policy **52502451** – Program or Curriculum Modifications, by submitting a request for reconsideration to the District Administrator who shall bring the appeal to the Board. The decision of the Board is final.

**118.15, Wis. Stats.**

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Legal

118.15, Wis. Stats.

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Book	Administrative Guideline Manual
Section	5000 Students
Title	Copy of ATTENDANCE
Code	ag5200
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## 5200 - ATTENDANCE

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student in the program of instruction in which the student is enrolled and required to attend. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. The regular period and hours of instruction includes both those periods and hours a student's program requires that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of more than one type of instructional delivery.

### Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception outlined in this Administrative Guideline. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

### Parent Notification of Absence Required

~~The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification, stating the reason for the absence and the time period covered by the absence, except a parent excused, pre-planned absence requires written notification as indicated below. This notification must be submitted prior to the absence if the absence is foreseeable. The District reserves the right to verify statements and investigate absences from school.~~

The District Administrator shall require either a written or oral notification when a student is absent for any reason. Notification must be from the parent of each student, or from an adult student, and must state the reason for the absence and the time period covered by the absence. A parent-excused, preplanned absence requires written notification as indicated below.

### Excused Absences

A student shall be excused from school for the following reasons:

#### A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program, but can be expected to return to a school program upon termination or abatement of the illness or condition. Notification may

be made by phone call to the attendance office ( X ) or via e-mail notification to the attendance office e-mail address. If the absence exceeds five (5) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, naturopathic doctor, dentist, chiropractor, optometrist or psychologist or religious, physician assistant, nurse practitioner, advanced practice prescriber, or Christian Science practitioner living and residing in Wisconsin, who by belief is exempt is appropriately identified as such a practitioner. The time period for which the certification is valid may not exceed thirty (30) days.

#### B. **Obtaining Religious Instruction**

The student wishes to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the building principal. Such absences must be at least sixty (60) minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from their regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Absences for Religious Instruction for further details.

#### C. **Permission of Parent or Guardian Parent-Excused Pre-Planned Absence**

The student has been excused by their parent(s) before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

#### D. **Religious Holiday**

The student wishes to observe a religious holiday consistent with the student's creed or belief.

#### E. **Suspension or Expulsion**

The student has been suspended or expelled.

#### F. **Program or Curriculum Modification**

The School Board has excused the student who is sixteen (16) years of age or older from regular school attendance to participate in a program or curriculum modification leading to high school equivalency diploma as provided by State law.

#### G. **High School Equivalency - Secured Facilities**

The School Board has excused a student who is seventeen (17) years of age or older from regular school attendance to participate in a program leading to high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secured detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

#### H. **Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

#### I. **Election Day Official**

A high school student is permitted to be excused to serve as an election official in accordance with Policy 5200 -

Attendance.

#### J. Request Program Modification At Any Age

The student's parent or guardian may review a request for a program or curriculum modification including but not limited to:

1. modifications in the student's current academic program;
2. a school work training or work-study program;
3. enrollment in an alternative public school program located in the School District;
4. homebound study.

#### K. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

#### School Attendance Officer

The building principal shall be the School Attendance Officer. The School Attendance Officer shall be responsible for dealing with matters relating to school attendance and truancy. The duties of the School Attendance Officer shall include, but not be limited to the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Student Records Policy (see Board Policy 8330 - [Student Records](#)).
- C. Performing the duties and responsibilities assigned to him/her under this Administrative Guideline.

#### Truancy

A student will be considered truant if they are absent part or all of one or more days from school during which time the School Attendance Officer, principal, or a teacher has not been notified by the parent or guardian of the absent student of the acceptable reason of such absence, which is found under these guidelines. A student will also be considered truant if they have been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stats.).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

#### Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal, or an individual designated by the principal, will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. counseling the student
- B. requiring the student to make-up lost time
- C. requiring the student to make-up course work and/or examinations, as permitted under this guideline
- D. conferring with the student's parents
- E. referring the student to an appropriate agency for assistance

Administrative action to address unexcused absences shall be in accord with due process, as defined in Policy 5611 - [Due Process Rights](#), the Student Code of Conduct, and other applicable Board policies.

#### Habitual Truancy

A student is considered a habitual truant if they are absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Each school's handbook shall detail habitually truant procedures for parents and students.

### **Students with Special Needs**

School administrators and teachers shall ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.

### **Encouraging Attendance**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

### **Professional Staff Member**

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences every day such that a student absent from any given class period would miss a significant component of the course;
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records (excused vs. unexcused) as directed by the School Attendance Officer, or their designee;
- D. requiring an admit slip from a student when they return from a tardy;
- E. incorporating defined, daily participation as part of the teaching/learning process and each grading period, as per the course syllabus;
- F. requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day.

### **Parent/Guardian Responsibilities**

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences as required under this Guideline.

### **Student Responsibilities**

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school as set forth in this Guideline.

### **Students Leaving School During School Day**

- A. As a general rule, no staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal.

### **Make-Up Course Work and Examinations**

Students who are absent from school, whether the absence was excused or unexcused shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examination. Teachers shall also have the discretion to specify where and

when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

### **Unexcused Absences**

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

~~A student with an unexcused absence shall be permitted to make up coursework and quarterly, semester or grading period examinations missed during the absence.~~

~~Subject to the immediately preceding two paragraphs, credit is required to be given for the completion of make-up work.~~

~~It is the mutual responsibility of the teacher and student to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.~~

A student with an unexcused absence shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the school has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal working with the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

A student's grade in any course shall be based on their performance in the instructional setting and is not reduced for reasons of conduct. If a student, violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but their grades should be based upon what the student can demonstrate they have learned.

Parents and students shall be informed of the provisions of Policy 5200 - Attendance and AG 5200 - Attendance.

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Legal 118.15, 118.153, 118.16, 118.162, Wis. Stats.

**Last Modified by Ryan Peterson on January 3, 2024**



Book Administrative Guideline Manual  
 Section 5000 Students  
 Title Copy of Rescind Guideline - Vol. 32, No. 2, July 2023 - PROGRAM OR CURRICULUM MODIFICATIONS  
 Code ag5250 RESCIND  
 Status Proposed to Policy & Human Resources Committee  
 Last Reviewed January 3, 2024

### **Rescind Guideline - Vol. 32, No. 2 - Renumbered to 2451**

#### **5250 — PROGRAM OR CURRICULUM MODIFICATIONS**

Requests for program or curriculum modifications shall be handled as follows:

- A. ~~The request must be submitted on the appropriate form, with any required attachments, signed by the parent. If the request is submitted by a student, then the parent must be notified of the request before any further action is taken.~~
- B. ~~The completed request form shall be submitted to the ( ) District Administrator ( ) Principal ( ) School Counselor ( ) \_\_\_\_\_ [END OF OPTIONS].~~
- C. ~~( ) The District Administrator shall submit the request to the ( ) Board ( ) Principal ( ) School Counselor ( ) \_\_\_\_\_ [END OF OPTIONS] for a decision. Any Board discussion of the request shall be in closed session pursuant to State law.~~
- D. ~~( ) The request shall be approved or denied by the ( ) Board ( ) District Administrator ( ) Principal ( ) School Counselor ( ) \_\_\_\_\_ [END OF OPTIONS].~~
- E. ~~The ( ) Board ( ) District Administrator ( ) Principal ( ) School Counselor ( ) \_\_\_\_\_ [END OF OPTIONS] shall provide a written response to the student or parent who submitted the request within \_\_\_\_\_ calendar days of the request being submitted, in accordance with Policy 5250 — Program or Curriculum Modifications. If the request for a program or curriculum modification is denied, the reason(s) for the denial shall be included in the written response.~~
- F. ~~( ) The District Administrator shall inform the Board of any approved or denied request for program or curriculum modification. Such notification shall either be in closed session of the Board or by nonpublic communication to preserve the privacy rights of students.~~
- G. ~~A parent may appeal any decision to the Board, in accordance with Policy 5250 — Program or Curriculum Modifications, by submitting a request for reconsideration to the District Administrator who shall bring the appeal to the Board. The decision of the Board is final.~~

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Last Modified by Ryan Peterson on December 22, 2023







Book	Administrative Guideline Manual
Section	5000 Students
Title	Copy of Replacement Guideline - Vol. 32, No. 2, July 2023 - SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION
Code	ag5350
Status	Proposed to Policy & Human Resources Committee
Adopted	August 20, 2018
Last Reviewed	January 3, 2024

### **Replacement Guideline - Vol. 32, No. 2**

#### **5350 - SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION**

##### **Instruction**

At appropriate secondary grades, the District's suicide prevention instruction shall be designed to help students:

- A. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide.
- B. Identify alternatives to suicide and develop coping and resiliency skills.
- C. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent.
- D. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, and/or suicide prevention services.

##### **Intervention**

When a suicide attempt or threat is reported at school or during a school-sponsored event or activity, the principal shall:

- A. Address the student's physical safety by one of the following, as appropriate:
  1. Securing immediate medical treatment if a suicide attempt has occurred.
  2. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened.
  3. Keeping the student under continuous adult supervision until the parent and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.
- B. Designate specific individuals to be promptly contacted, including the school counselor, psychologist, nurse, superintendent, and/or the student's parent, and, as necessary, local law enforcement or mental health agencies.
- C. Document the incident in writing as soon as feasible.

- D. Follow up with the parent and student in a timely manner to provide referrals to appropriate services as needed.
- E. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at the school.
- F. Where appropriate, evaluate and plan for the student's educational needs by communicating with teachers and parents regarding return to school and interim academic measures.
- G. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event that a suicide occurs or is attempted at school, the Principal shall follow the crisis intervention procedures contained in the school safety plan. After consultation with the District Administrator and the student's parents about facts that may be divulged in accordance with the laws governing the confidentiality of student record information, the principal or designee may provide students, parents, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss suicide or attempted suicide with students.

### **Prevention**

The District recognizes that the prevention of youth suicide, violence, and substance abuse and the early identification and treatment of mental health disorders are most effective when students, staff, parents, and community members have access to prevention information and resources.

### **Suicide Prevention Training for Staff Shall Include the Following:**

- A.  Identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stress or loss, family instability, and other factors
- B.  Identifying warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior particularly among:
  1. Youth bereaved by suicide
  2. Youth with disabilities, mental illness, or substance abuse
  3. Homeless youth
  4. LGBTQ youth
  5. Youth in the juvenile justice or welfare system
  6. Native American youth
  7. Youth on the fringes of mainstream social groups
- C.  Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
- D.  School and community resources and services
- E.  District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

### **Suicide Prevention Curriculum for Students Shall Include the Following:**

The following process should be followed throughout the year to inform and educate students in the following grade(s) or school grade groups:

Developmentally-appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials will: **[Drafting Note - Letters A-D are required by statute]**

- A. Encourage positive social and emotional development.
- B. Teach life skills such as problem-solving and sound decision-making.
- C. Provide knowledge of the relationship between youth suicide and the use of alcohol and controlled substances.

- D. Promote awareness of the warning signs of suicide, how to respond to potential suicidal persons and available community counseling and mental health services.
- E.  Stress the importance of safe and healthy choices and coping strategies.
- F.  Instruct how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others.
- G.  Facilitate help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.
- H. ~~In addition, the following process should be followed throughout the year to inform and educate students in the following grade(s) or school grade groups:~~
  1.  \_\_\_\_\_
  2.  \_\_\_\_\_
  3.  \_\_\_\_\_
  4.  \_\_\_\_\_
  5.  \_\_\_\_\_
  6.  \_\_\_\_\_
  7.  \_\_\_\_\_

**Intervention**

The following process should be followed when a staff member becomes aware that a student is experiencing a crisis that may involve risk of harm to self or others:

- A.  When a staff member suspects or has knowledge of a student’s suicidal intentions, they shall promptly notify the Principal or District Administrator who shall then notify the student’s parents/guardians as soon as possible, and have a discussion about Lethal Means Safety (Lethal means are objects (e.g., medications, firearms, sharp objects) that can be used to engage in suicidal behavior.).
- B.  The student may be referred to mental health resources in the school or community.
- C.  A student may be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student’s suicidal intentions.
- D.  The staff member may remain with the student to provide support, safety, and continuous supervision.
- E.  Support team members should be ~~contracted~~ **contacted**, including  school counselor, **[END OF OPTION]** behavioral counselor,  school psychologist, **[END OF OPTION]** and/or social worker.
- F.  \_\_\_\_\_

**Postvention**

Development and Implementation of an action plan:

The  school  District **[END OF OPTIONS]** will develop an action plan to guide school response following a death by suicide. A meeting to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

- A. Verify the death. Staff will confirm the death and determine the cause of death through communication with a coroner’s office, local hospital, the student’s parent, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
- B. Assess the situation. A team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. This team will also consider how recently other traumatic events have occurred within the school community and the time of year of the

suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.

- C. Share information. Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies should be avoided. The team may prepare a letter (with the input and permission from the student's parent or guardian) to send home with students that includes facts about the death and information concerning the (  ) school's (  ) District's **[END OF OPTIONS]** response.

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Book	Administrative Guideline Manual
Section	5000 Students
Title	Copy of STUDENT FUND-RAISING
Code	ag5830
Status	Proposed to Policy & Human Resources Committee
Adopted	August 20, 2018
Last Revised	April 25, 2022
Last Reviewed	January 3, 2024

#### 5830 - **STUDENT FUND-RAISING**

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

In any fund-raising activity involving students, the following conditions must be met:

- A. Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.
- D. No student of any age may participate in off-District fund-raising activities without proper supervision by approved staff or other adults.
- E. In accordance with Board policy, each fund-raising activity must be approved by the **Board of Education District Administrator**.
- F. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resaleable can be returned for full credit. The District will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- G. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for as per District procedures.

Monies collected from approved fund-raising activities must be stored in the school safe and deposited into the appropriate account(s) through the District business office on a weekly basis.

- H. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- I. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.

No nondistrict-sponsored organization may use the name, logo, mascot or any other name which would associate an activity with the District without the specific written permission of the District Administrator. Additionally, no nondistrict-sponsored organization may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the District Administrator.

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**Last Modified by Ryan Peterson on December 28, 2023**



Book	Administrative Guideline Manual
Section	8000 Operations
Title	Copy of AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code	ag8452
Status	Proposed to Policy & Human Resources Committee
Adopted	July 22, 2019
Last Reviewed	January 3, 2024

#### 8452 - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The District Administrator, ~~will consult in consultation with a medical doctor professionals,~~ regarding the authorization ~~to~~ will purchase AED devices for the School District. The district's ~~Administrative Team will~~ medical advisor will be deemed ~~the District's Medical Director for purposes of its AED devices. The consultation with the Medical Director will~~ consider the proper placement of the AED(s), appropriate training to be provided, appropriate maintenance and testing of the AEDs, and guidelines for use on students and adults according to manufacturer specifications.

The ~~District's~~ Administrative Team will be designated as AED Officers and ~~are~~ ~~has designated the District Nurse as the AED Officer who is~~ responsible for maintenance and testing of the AED according to the manufacturer's guidelines and according to any input from the Medical Advisor~~s~~. The AED Officer will notify the nearest emergency medical services program of the following information: the type of AED; the location of the AED at the District, the intended use of the AED and the owner of the AED.

~~Members of the Emergency Preparedness Collaborative Committee will draft and maintain a maintenance checklist to provide for servicing and testing of the AED devices. The guidelines developed by the Medical Advisor and AED Officer are found in AG8452A. The Medical Advisor and AED Officer will draft a maintenance checklist to provide for servicing and testing of the AED devices. The checklist is found AG8452A.~~

Only trained AED users shall operate the AED. A trained user means a person who has successfully completed a course of instruction approved by the Wisconsin Department of Health Services (DHS), such as the American Red Cross program or the American Heart Association program. The District Administrator will ensure that training is offered to specific positions within the District i.e., school nurse, health paraprofessionals, athletic coaches, and/or trainers; personnel who desire to be trained in the use of AED's; and/or teachers who instruct on the use of AEDs for health classes. Training will be done in accordance with the Gold Cross two (2) year program and in accordance with State or Federal law. The District Administrator will ensure that the individual(s) conducting the training are qualified to conduct such training. The training will also include instruction in cardio-pulmonary resuscitation (commonly referred to as "CPR"), in accordance with nationally recognized guidelines.

After the use of an AED, the AED Officer ~~and Medical Advisor~~ and Administrative Team will review the incident, including any data recorded by the AED.

Neither the properly trained care provider, owner, provider of the automated defibrillator or the trainers of its use will be held civilly liable for their acts or omissions in rendering good faith emergency care to someone who appears to be in cardiac arrest.

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Legal 146.50, 895.48, Wis. Stats.



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Book	Administrative Guideline Manual
Section	8000 Operations
Title	Copy of FOOD AND BEVERAGE SALES
Code	ag8500
Status	Proposed to Policy & Human Resources Committee
Adopted	July 22, 2019
Last Reviewed	January 3, 2024

#### 8500 - **FOOD AND BEVERAGE SALES**

Any student organization or District-support organization that seeks to raise funds by means of food or beverage sales must comply with the following guidelines in order to obtain approval for such sales on District premises:

- A. No sales may take place during the hours that the District is providing food service to students.
- B. Items sold through vending machines must comply with the conditions stated in Board Policy 8540 - Vending Machines.
- C. The description of the fundraiser is to be submitted to the Building Principal at least annually for ~~Board of Education~~ **District Administrator** approval prior to the fund-raising activity.

The sponsor of the activity must agree that the activity will be in compliance with all District policies and administrative guidelines related to food service and fund-raising.

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**Last Modified by Ryan Peterson on December 28, 2023**





Book	Administrative Guideline Manual
Section	8000 Operations
Title	Copy of CARE, CUSTODY, AND DISPLAY OF THE UNITED STATES FLAG
Code	ag8802
Status	Proposed to Policy & Human Resources Committee
Adopted	July 22, 2019
Last Revised	April 25, 2022
Last Reviewed	January 3, 2024

~~8800D~~ **8802- CARE, CUSTODY, AND DISPLAY OF THE UNITED STATES FLAG**

The following rules and customs will be observed concerning the care, custody, and display of the flag of the United States of America:

- A. The flag should be displayed in or near every school building in the District during each day school is in session.
- B. The flag should be displayed every day in or near the School District's administration or central office.
- C. In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.
- D. The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.
- E. When the flag is carried in a procession with other flags, it should be on the flag's own right. If it is a line of flags, it should be in front of the center of the line.
- F. The flag should not be draped over the hood, top, sides, or back of a vehicle.
- G. When the flag is displayed with another flag against the wall from crossed staffs, it should be on the flag's own right and its staff should be in front of the staff of the other flag.
- H. When the flag is displayed from a staff projecting horizontally or at an angle from the windowsill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff.
- I. When the flag is displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right.
- J. When the flag is used on a speaker's platform, it should be displayed flat on the wall and above and behind the speaker.
- K. When the flag is displayed from a staff in the auditorium, the staff should be displayed in the position of honor at the speaker's right as they face the audience. Any other flag should be displayed to the left of the speaker.

L. The flag shall be flown at half-staff as follows:

From the day of death and ---

1. for thirty (30) days for the President or a former President
2. for ten (10) days for the Vice President, the Chief Justice or a retired Chief Justice of the United States, and the Speaker of the House of Representatives
3. until interment for an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, and the Governor of a State
4. on the day of death and the following day for a member of Congress
5. by order of the President
6. by order of the Governor of Wisconsin

On Memorial Day until noon, and then it is to be raised to the top of the staff.

When a flag is flown at half-staff, it is to be positioned at one-half the distance between the top and bottom of the staff.

M. The flag should not be dipped to any person or thing.

N. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

O. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

P. The flag should always be carried aloft and free.

Q. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

R. The flag should never be used as a covering for a ceiling.

S. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

T. The flag, when it is in such a condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

U. The flag should be folded as follows when being stored:

1. Straighten out the flag to full length and fold lengthwise once.
2. Fold it lengthwise a second time to meet the open edge, making sure that the union of stars on the blue field remains outward in full view.
3. A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
4. The outer point is then turned inward parallel with the open edge to form a second triangle.
5. This diagonal or triangular folding is continued toward the blue union until the end is reached with only the blue showing and the form being that of a cocked hat.

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**Last Modified by Ryan Peterson on December 22, 2023**



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

**Board Meeting Date:** 1/22/24

**Subject:** Early Graduation Request Memo

**Presenter(s):** Michelle Johnson

### **I. Overall Content/Purpose:**

The purpose of this memo is to request early graduation for a LWHS 11th grade student next year 2024\_2025. This student is requesting to graduate January 2025 after completing the first semester their senior year.

### **II. Point of Emphasis / Key Communication(s):**

1. Early Graduation request details:
  - a. Enlisting in the Marines with Sgt. documentation
  - b. Parent Signature
  - c. Credit check with Mrs. Chambers
  - d. Meeting with Principal Johnson Discussing Plan-Approved

### **III. Contact for More Information:**

**Name:** Michelle Johnson      **email:** [mjohnson@manawaschools.org](mailto:mjohnson@manawaschools.org)

# Kobussen Buses Ltd.

*Family Pride in Every Ride*

## **School District of Manawa Pupil Transportation Contract - Kobussen Buses Ltd.**

This transportation agreement is made this 1<sup>st</sup> day of August by and between School District of Manawa (DISTRICT) whose principal office is located at 800 Beech Street, Manawa, Wisconsin 54949, and Kobussen Buses Ltd. (CONTRACTOR), a corporation organized under the laws of Wisconsin, whose principal place of business is located at PO Box 858 Kaukauna WI 54130.

WHEREAS Section 121.54 Wisconsin Statutes and applicable School Board policies require that certain children who reside in the district be provided with transportation to and from school; and

WHEREAS the CONTRACTOR desires to transport said children enrolled in the district in accordance with Wisconsin Statutes, federal and state regulations, and School Board policies pursuant to the terms and conditions of this Agreement.

### **1. DEFINITIONS:**

CONTRACTOR - Kobussen Buses Ltd.

DISTRICT – School District of Manawa, its agents or assigns.

Extracurricular Transportation: This is defined as athletic or extracurricular/field trip transportation during and/or outside of regular school hours, any other request for extracurricular transportation made by the DISTRICT, and extracurricular trips outside of regular school hours.

Field Trips: This is defined as student trips where a majority of the trip occurs during regular school hours.

Peak Time: Peak time is defined as when daily routes are operating, which typically happens between 6:30 AM and 8:00 AM and again between 2:45 PM and 4:30 PM on days when school is in session.

Base Rate: Base rate is charged once per day per bus and includes one run.

Route: A bus route shall be defined as a school bus transporting up to a maximum load capacity of pupils within the district from regular bus stops to and from a school building where the pupils have been assigned to attend school. A bus route operates once per day and may be made up of many runs.

Run: A run is considered each time a bus is empty and starts another run to pick up students within the same day. This does not include extra-curricular or field trips.

### **2. INTERPRETATION:**

Interpretations of this contract will be made by Mutual agreement between District Administrator and CONTRACTOR. This signed contract supersedes and negates all previous contracts between DISTRICT and the CONTRACTOR.

### **3. TERM:**

This contract shall be for a term of five (5) consecutive years (or school terms), commencing on the first day of August 2024 and ending on the 31<sup>st</sup> day of July 2029. The term of the contract may be extended for an additional period of one (1) year each, at the end of each year of this contract. This will take place upon board review and approval prior to the April board meeting.

# Kobussen Buses Ltd.

*Family Pride in Every Ride*

## 4. GENERAL CONDITIONS:

- a. The CONTRACTOR shall provide pupil transportation services for the DISTRICT. Said services include regular and special education route transportation to and from schools (public and private); mid-day pre- kindergarten and early childhood routes; field, co- and extracurricular, including athletic, trips as assigned by the DISTRICT; as well as selected shuttle runs or other routes which the DISTRICT requires, directs and/or authorizes the CONTRACTOR to provide during the term of the AGREEMENT.
- b. The CONTRACTOR shall provide, furnish and be responsible for all costs, materials, labor and equipment necessary to transport all eligible public and private/parochial school pupils to and from their homes and their respective schools provided under this contract for the period of time indicated in this contract. Such cost, materials, labor and equipment include but are not limited to:
  - I. All license fees.
  - II. All fuel, oil, anti-freeze, brake fluid, transmission fluid, and any other such use and maintenance products.
  - III. All insurance premiums
  - IV. All garage maintenance costs.
  - V. The replacement cost of any and all vehicles and vehicle components
  - VI. All two-way communication equipment (required on all buses)
  - VII. All dispatch service operations, including personnel at a terminal/office.
  - VIII. Salaries of drivers, office personnel and company executives, including overtime pay and fringe benefits.
  - IX. All costs relating to the health examinations of drivers providing service under this agreement.
  - X. All other costs that are attributed to the daily operation of school buses.
  - XI. Conducting criminal background checks on all new drivers and aides.
  - XII. Conducting drug and alcohol tests on all drivers and aides, as well as reasonable suspicion and post-accident testing, in a manner compliant with applicable Department of Transportation requirements and which test results are shared with the DISTRICT upon request. (See section 10)
  - XIII. The CONTRACTOR will purchase, install and maintain camera systems on all buses. CONTRACTOR is responsible for replacement and to assure that camera systems are operational on all buses.
  - XIV. The CONTRACTOR shall also make its buses available at all reasonable times to the DISTRICT for the purpose of transporting the DISTRICT'S pupils and teachers to other points and destinations for such special activity trips and extracurricular activities as may be requested and/or approved by the DISTRICT.

All of the above expenses are based upon a normal school year. Providing any changes such as a health pandemic or episode, governmental regulation changes, or any other extreme changes rates may be renegotiated. (See section d. below)
- c. The CONTRACTOR assumes full responsibility and liability for compliance with any and all district policies, local, state, and federal laws and regulations applicable to the contractor and its employees including, but not limited to, compliance with the Occupational Safety and Health Act of 1970. The CONTRACTOR shall insure that all rules of the Wisconsin Department of Transportation and all Wisconsin Laws relating to



# Kobussen Buses Ltd.

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transporting of students, drivers, vehicles, and insurance guarantees, and all Wisconsin Administrative Code regulations pertaining thereto are complied with.

- d. If during the term of the contract there are any Federal, State or local mandates, or school board policy changes: (a) requiring modification of CONTRACTOR's equipment or vehicles (example; seat belts) used to perform the contract, (b) which result in an increase in the business/operational cost of the CONTRACTOR (example; mandatory health care costs or increased wages due to external pressures), or, (c) changes made that would effect additional charges to the DISTRICT (required additional days of instruction or year around school), during any one school contract year, then DISTRICT and the CONTRACTOR will negotiate to determine which party will bear the cost of complying with such mandate(s), including the cost of implementing any mandate(s), and the CONTRACTOR's rate of payment(s) for services to DISTRICT during the remainder of the contract term. If DISTRICT and CONTRACTOR are unable to agree on a price adjustment to the contract due to such mandate(s), then either DISTRICT or CONTRACTOR may terminate this contract with one hundred and twenty (120) days written notice to the other. In the event no agreement can be reached, DISTRICT and CONTRACTOR agree to cooperate to transition transportation services back to DISTRICT or put transportation services out for bid. DISTRICT agrees to pay CONTRACTOR at the rates otherwise set forth herein until the transition is complete, and neither DISTRICT nor CONTRACTOR will make a claim against the other for not completing the term of this contract.
- e. Except as to matters on which action by the Board of Education is required by law or on which the Board has determined it will take action, the DISTRICT shall be represented on matters relating to the transportation of pupils by the District Administrator, and all reports required are to be filed in the District Administrator's office.

## **5. CANCELLATION:**

In the event the CONTRACTOR or DISTRICT shall default in the performance of the contract and such default shall continue without being cured or remedied to the satisfaction of both the DISTRICT and CONTRACTOR within ten (10) days after written notice itemizing the complaints has been mailed by certified or registered mail to the other party at its principal business office, the DISTRICT or CONTRACTOR may, at its discretion, terminate the contract at a time to be specified by mutual agreement between either party. In such an event, CONTRACTOR shall continue to provide all transportation services under the Agreement until the date established. This right to terminate is not an exclusive remedy available to the DISTRICT in the event of a CONTRACTOR default.

## **6. EQUIPMENT:**

- a. The CONTRACTOR shall furnish a sufficient number of buses to enable it to properly fulfil this contract. The CONTRACTOR, upon request shall provide a list of regular and standby buses by number, type, make, model, year, identification number, and seating capacity.
- b. The CONTRACTOR's fleet shall consist of a minimum of 120% of the number of vehicles required to fulfill the daily route requirements.
- c. The CONTRACTOR shall establish a communication system whereby the DISTRICT has immediate and direct verbal contact with the CONTRACTOR during all operational hours.

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- d. All buses must be equipped with a digital video surveillance system/event recorder. CONTRACTOR must maintain digital storage for a minimum of 10 days, unless within that time period CONTRACTOR is notified by DISTRICT of the need to retain specific footage for a longer period of time. CONTRACTOR shall provide to DISTRICT access to any retained footage upon request and shall take appropriate measures to assure that such video footage is only accessible by authorized representatives of CONTRACTOR and only released to DISTRICT or as otherwise required by law. Placement of video cameras in the buses shall be consistent with state law.
- e. Within 72 hours of failure of video system discovery, system must be repaired or replaced, or the bus will be considered out of service. CONTRACTOR will provide accident event recorder and digital video surveillance system policies and procedures with DISTRICT upon request.
- f. Inspections: All vehicles used to transport students must pass all safety inspections required by the State of Wisconsin. All defects or conditions discovered which require that vehicle be ordered "Out of Service" shall be corrected or removed before the vehicle is again used in the performance of this contract. The CONTRACTOR shall exercise good faith in attempting to keep all buses to the highest standards of repair and maintenance. DISTRICT reserves the right to inspect, or to have inspected on its behalf, the CONTRACTOR'S vehicles at any time; to be present during vehicle inspections, and to review driver records with the CONTRACTOR. CONTRACTOR hereby grants the DISTRICT the right to go on the contractor's premises to conduct inspections.
- g. The CONTRACTOR shall provide the DISTRICT with the most current copies of all state inspection reports on all buses used upon request.
- h. Vehicles shall also be provided for extracurricular trips. Notice of requirements for bus service for extracurricular activities shall be issued to the contractor only by the District Administrator, Transportation Supervisor, Building Principals or the Director of Athletics.
- i. No extracurricular or special activity trip (exclusive of rescheduled athletic events) shall be scheduled later than twenty-four (24) hours in advance of the time the bus is to pick up the group and will make every effort to provide five days or more notice for any trip.

## **7. EXCLUSIVE RIGHTS:**

Contractor shall have the exclusive right to transport students pursuant to this Agreement; however, notwithstanding the previous sentence, the DISTRICT shall have the right to transport students in private cars, taxi cabs, or school-owned vehicles, and to contract with individual parents to transport the parents' own children or to contract with another carrier if CONTRACTOR is unable or unwilling to provide such transportation. See section 22.

## **8. ROUTING:**

- a. The CONTRACTOR shall provide transportation to all public and parochial school children of the School District as directed by the DISTRICT. The DISTRICT shall provide student lists to the CONTRACTOR three weeks prior to school starting. The CONTRACTOR shall submit to the DISTRICT a written proposal one week prior to school starting for all bus routes, The CONTRACTOR shall submit to the DISTRICT a written proposal for all regular summer school routes by May 1. These will be set up

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according to DISTRICT standards for length of ride, walking distances, three per seat (elementary), buses filled to capacity whenever possible, and any other pertinent data. The final routes shall be subject to approval by the DISTRICT. CONTRACTOR shall endeavor to minimize routes, including combining routes whenever possible.

- b. The CONTRACTOR shall run and/or double run its buses upon schedules and routes which will be prepared jointly by the District Administrator or the Transportation Supervisor of the DISTRICT and the CONTRACTOR prior to the start of each school year. The District Administrator or the Transportation Supervisor, acting on behalf of the School Board, shall have the right to establish, alter or eliminate any route and the CONTRACTOR shall comply with such adjustments within 48 hours of notification thereof. The parties hereto contemplate intra-district transportation between schools and extracurricular trips outside of the School District to be performed at the direction of the District Administrator or the Transportation Supervisor of the DISTRICT by the CONTRACTOR.
- c. It is always the goal of the Contractor to reduce routes and be efficient. If routes are reduced below 8 daily AM PM regular and or special education routes, or above 10 daily AM PM regular and or special education routes, rates for the remaining routes will increase or decrease by six percent (6%) to adjust for fixed costs.
- d. The current contract is based upon 172 days of transportation. If the DISTRICT has less than 170 days of school requiring transportation, excluding summer school, the DISTRICT will be invoiced at 85% of daily base rate for all fixed routes per bus per day charge for the difference in days.
- e. The CONTRACTOR and school personnel shall have the discretion and control of the loading and unloading of all buses. Schedules and riding times shall be established to conform to DISTRICT policy. Buses shall be scheduled so that students arrive at their school of attendance not more than fifteen (15) minutes or less than five (5) minutes before the commencement of class time. All bus riders will be delivered to their discharge point within eighty (80) minutes after their dismissal unless DISTRICT policy states differently. Students living in close proximity to each other will be required to assemble at a bus loading point or points unless a safety factor does not allow for this. The bus will not pick up at individual homes in concentrated population areas. Bus stops will be determined by the DISTRICT and the Transportation Supervisor through collaboration with the CONTRACTOR. Kindergarten pupils may be transported with pupils of other grade levels on morning and after school runs. Students with special needs receiving transportation pursuant to the student's Individualized Education Plan (IEP) and students with disabilities receiving transportation pursuant to a Section 504 plan of accommodation will receive transportation services, including pick-up and drop-off locations consistent with those plans.
- f. The CONTRACTOR shall attend school registration to provide bus route information and answer questions from parents of bus riding students.

## **9. DRIVERS, BUS AIDES, and DISPATCHERS:**

For the performance of this contract, the CONTRACTOR shall provide qualified drivers who are trained and licensed in accordance with the laws of the State of Wisconsin and the United States.

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- a. The DISTRICT Transportation Supervisor or District Administrator may in writing require the removal of drivers, bus aides, or dispatchers found to be unsatisfactory.
- b. All buses used in the performance of this contract shall be operated by drivers employed by the CONTRACTOR who:
  - a. Have a valid Wisconsin school bus license to operate such a vehicle and shall have possessed a valid driver's license for at least three consecutive (3) years.
  - b. Are acceptable to the DISTRICT as indicated above. The CONTRACTOR shall provide the DISTRICT with driver record abstract upon request. Driver abstract records shall be updated at least twice each year (no later than September 1 and January 15.) Unless CONTRACTOR has a system set up with issuing agency to provide abstracts each time there is a change to the drivers record. If this program is in place CONTRACTOR would then need to update driver record abstracts once each year.
- c. CONTRACTOR shall require of its bus drivers serving under this contract, as a condition of employment, to take a physical examination, including a chest x-ray or tuberculin test, and to submit the physical examination of the report to the DISTRICT when requested. If the reaction to the tuberculin test is positive, a chest x-ray shall be required. Freedom from tuberculosis in a communicable form is a condition for bus drivers to serve as a driver under the terms and conditions of this agreement (See Section 121.52(3)(a), Wis. Stats.) A physical examination report may be submitted on forms prescribed by the federal authority regulating motor carriers or the State Department of Transportation. A copy of the physical examination report for other purposes within one year of the date of this contract may be substituted for the examination, if the report contains substantially the same information required by the State Department of Transportation.
- d. Bi-annual physical examinations given by a licensed physician will be required of each driver. Written evidence thereof will be delivered to the DISTRICT upon request.
- e. The CONTRACTOR must provide route training before the driver is given the responsibility of transporting students. This would include, but not be limited to:
  - a. A specific map of the route indicating exact locations and names for pickups and drop-offs.
  - b. Specific information about the route indicating danger points, and road hazards.
  - c. Actual driving of the route.
- f. The CONTRACTOR shall provide all appropriate training for drivers transporting students with special needs. This includes, but is not limited to, proper procedures for use of a wheelchair lift; proper techniques for securing wheelchairs, both occupied and unoccupied, during transport; the use of car seats or other restraints for students when required; evacuation techniques for students with disabilities. The DISTRICT will work with the CONTRACTOR to provide individual specific information when such information requires accommodation to the pupil's transportation.
- g. All drivers and bus aides shall be instructed by the CONTRACTOR in definitive plans of action in emergency situations or breakdowns, as well as instructed in emergency bus evacuation drills. Every route shall perform a minimum of two (2) evacuation drills each year. This must be documented, and documentation provided to the district upon request.
- h. CONTRACTOR will hold a minimum of 6 meetings annually where DISTRICT may provide staff to attend. The CONTRACTOR and DISTRICT will work together to establish subjects to address during these meetings. The DISTRICT will allow for the

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CONTRACTOR to attend one DISTRICT administrative meetings per month to discuss and collaborate on student transportation issues.

- i. Individual drivers will be required to participate in district-sponsored training, paid for by the DISTRICT, to handle the emergency medical needs of specific students assigned to their bus. Once trained, the drivers will perform emergency medical procedures when required. (For example, drivers can be expected to administer an EpiPen injection to a student who has an allergy to bee stings).
- j. CONTRACTOR shall, at least once annually, perform written evaluations of its drivers and retain personnel records on each driver.

## **10. DRUG AND ALCOHOL TESTING:**

The CONTRACTOR will pay the cost of government mandated drug and alcohol testing for all the CONTRACTOR's employees and individuals being considered for employment for driving and maintaining buses under this contract and for reasonable suspicion testing or post-accident drug and alcohol tests of drivers who are driving or maintaining buses which transport students under this contract.

## **11. STAFFING:**

The CONTRACTOR shall provide a staff capable of administering the transportation program with minimal complaints. The CONTRACTOR shall address and attempt to resolve complaints before referring any complaints to the DISTRICT. A support staff must be appropriately trained and capable of insuring an efficient operation and prompt response to the DISTRICT. The CONTRACTOR, its staff, drivers or other employees shall not be deemed as agents, employees or officials of the DISTRICT, but rather as an independent contractor furnishing transportation services to the DISTRICT.

Notwithstanding any law, rule or regulation, the DISTRICT shall not be considered a joint employer with the CONTRACTOR. In that regard, CONTRACTOR shall indemnify, defend, and hold harmless, DISTRICT for liability of any claims or any type relative to such matter.

## **12. FACILITIES**

- a. The CONTRACTOR shall establish a base of operation within the geographic boundaries of the district.
- b. The CONTRACTOR shall provide, equip and staff an adequate maintenance facility located at or near the bus terminal so as to provide regular preventative maintenance and other maintenance as may be required to ensure that all buses continually meet the highest standards of safety, performance, and air quality emissions.

## **13. OPERATION:**

- a. Subject to such rules and regulations previously adopted by the DISTRICT and now in full force and effect or as may hereafter be duly adopted by the DISTRICT, the CONTRACTOR shall be responsible for exercising proper supervision over its operators and all passengers on its buses used in the performance of this contract.
- b. The CONTRACTOR shall provide spare buses to any point within the district within thirty (30) minutes from the time a bus becomes disabled, unless road or traffic conditions cause an undue delay. Failure to provide the specified service will result in the forfeiture of the daily rate for the disabled bus.

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## **14. PUPIL DISCIPLINE:**

- a. The DISTRICT shall have written policies pertaining to discipline of pupils while being transported, and the CONTRACTOR shall recognize its responsibility to the DISTRICT for the maintenance of proper pupil discipline as an inherent factor to the safety of all persons aboard a school bus. The DISTRICT may revise its policies with advance notice and consultation with CONTRACTOR, with the DISTRICT retaining final authority to implement policy revisions.
- b. The CONTRACTOR shall report all discipline problems to the DISTRICT in a format that the DISTRICT provides. The DISTRICT agrees to follow through on each Bus Conduct Report in accordance with school board policy on discipline. The CONTRACTOR shall assure that all drivers and aides are trained on pupil disciplinary process and shall have no authority to issue pupil discipline unilaterally. Pupils shall not be removed from the bus during any route unless law enforcement or another responsible government agency takes physical custody of the pupil. In any case in which a pupil is removed, the District's Transportation Supervisor or District Administrator shall be notified immediately.

## **15. PLAN FOR EMERGENCIES:**

- a. The CONTRACTOR shall develop an emergency plan for transporting pupils' home from school in the event of severe weather or mechanical failure in the schools' operating systems. The CONTRACTOR shall also periodically, at least two (2) times per year, advise and demonstrate for all bus riders the location and use of all emergency school bus exits.
- b. In the event of inclement weather, the DISTRICT, with CONTRACTOR input, shall determine district road conditions and advise the CONTRACTOR as to road safety prior to 6:00 AM. on any given day in question. If the DISTRICT notifies CONTRACTOR after 6:00 AM the CONTRACTOR may invoice the DISTRICT at twenty five percent (25%) of the normal daily rate. The District Administrator shall have the final authority to determine the transportation of pupils for any given time.

## **16. PAYMENTS TO THE CONTRACTOR:**

The Contractor will submit an itemized invoice to the Business Official for services rendered on a monthly basis. All invoices from the CONTRACTOR to the DISTRICT must be thoroughly documented and are due on or before the 10<sup>th</sup> of each month for the previous month and payable by the DISTRICT no later than the last day of the month. Payment shall be made pursuant to CONTRACT RATES on page nine (9) of this contract. The CONTRACTOR may exercise the option of early payments during the months of September and October. These payments may be based upon estimates and paid by the 10<sup>th</sup> of September and October. All other payments will be paid upon terms listed above.

## **17. INSURANCE:**

- a. The CONTRACTOR shall maintain general liability and auto liability insurance coverage in the amount of \$5,000,000 combined single limit for each accident. The DISTRICT shall be named as an additional insured party on the above policy. The CONTRACTOR shall maintain workers' compensation coverage for all employees. All such insurance shall be obtained from an approved insurance carrier authorized to do business in the State of Wisconsin. Certificates of such insurance shall be filed at all times with the Transportation Supervisor during the period of this contract.

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- b. Any policy cancellation by the Insurance Carrier shall be made only after a written advance notice of sixty (60) days to the DISTRICT.
- c. The DISTRICT may require increased liability insurance coverage and the CONTRACTOR shall provide such coverage. All costs for additional such coverage shall be passed through to the DISTRICT.
- d. Such insurance policy shall include coverage for the transportation of pupils, their parents or guardians, authorized chaperones, school district officials, faculty and employees and school doctor, dentists and nurse; (a) to and from school or school district and (b) in connection with any extra-curricular school activity authorized by or made in compliance with Section 121.54(7), Wis. Stats.
- e. If insurance premiums change due to outside pressures and not due to contractor performance, by five percent or more, CONTRACTOR has the right to renegotiate transportation rates.

## **18. REPORTS:**

- a. The CONTRACTOR shall make such reports as may be required by the DISTRICT.
- b. The CONTRACTOR will ensure that accurate pupil rider attendance be taken no less than two (2) times per school year, in September and January. First-time riders will be documented and added to reports throughout the school year. Each attendance audit report and supporting documentation shall be submitted to the Transportation Supervisor upon request but no later than December 1 and May 1 of each school year.
- c. The CONTRACTOR shall file all reports required by the State Department of Public Instruction or other State Agency or by the DISTRICT, forms to be furnished by the Agency or DISTRICT.
- d. Additional or unusual reporting above contract such as redistricting or studies on ridership or discipline will be an additional charge.

## **19. INDEMNITY:**

The CONTRACTOR shall defend, indemnify and hold harmless the DISTRICT and its employees from and against all suits, actions, legal procedures, claims and demands and against all damages, losses, costs, expenses, and attorney fees, in any manner caused by, arising from, incidental to, connected with, or growing out of, the performance of the contract. Notwithstanding any law, rule or regulation, the DISTRICT shall not be considered a joint employer with the CONTRACTOR. In that regard, CONTRACTOR shall indemnify, defend, and hold harmless, DISTRICT for liability of any claims or any type relative to such matter.

## **20. AUTHORIZED PASSENGERS:**

Only those pupils who are eligible for bus transportation or others with special authorizations from the Transportation Supervisor or District Administrator shall be permitted to ride the buses provided by CONTRACTOR. Eligible pupils shall only ride the bus that transports them to and from their assigned school. For reasons of safety, the CONTRACTOR will assure the DISTRICT that no ineligible passengers ride the buses. School bus drivers are allowed to bring their own (preschool) children along on the bus providing there is space available. The driver and CONTRACTOR are responsible for these passengers.

## **21. EXCUSABLE NON-PERFORMANCE:**

The parties to the agreement shall be excused from performance hereunder during the time and to the extent that they are prevented from performing in the customary manner by act of God, fire,

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strike, or loss of transportation facilities by the Government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.

## **22. SUBLET/ASSIGN:**

In exchange for exclusivity, the CONTRACTOR may not sublet this contract in whole or in part to any other person, firm, or corporation without prior written authorization from the DISTRICT. If the DISTRICT grants prior authorization, assignee must assume all responsibilities and requirements of this written contract. See section 7 for exclusive rights.

## **23. MODIFICATION:**

The terms of this Contract represent the full and complete agreement between the parties. Should a state or federal law change have a substantial effect on any provision of this agreement, the parties agree to enter into negotiation in an attempt to reach an agreement concerning how such change in law affects the provisions of this agreement. Any adjustment made to a portion of the Contract through mutual agreement will not result in altering any other part or section of this Contract unless specifically and expressly stated. Compensation amounts noted in the contract rates will not be modified or renegotiated unless so allowed or requested by the DISTRICT. Any modifications made during the term of this Contract shall be made by mutual written agreement.

## **24. CONTRACT RATES: 2024/2025:**

Daily AM PM route rate	\$364.39
Cost per mile over 70 miles AM PM route	\$1.20
Mid-day and standalone shuttle rate	\$90.87
Amish shuttle rate per bus per day	\$52.93
Summer School route cost	\$240.24
Swimming	\$160.84
Bus Monitor per hour	\$26.00
Curricular, Co-curricular and Field Trip Rates	
Cost per hour	\$26.00
Cost per mile	\$1.95
Minimum charge	\$118.00

## **25. FUEL CLAUSE:**

- a. Fuel is based upon a fuel price of \$3.25 per gallon for diesel fuel, \$3.00 for gasoline and \$1.50 for propane. The DISTRICT shall pay an additional \$0.01 cents per mile for each \$0.05 change in price per gallon.
- b. In the event the cost of fuel used to operate buses under this AGREEMENT should go below a rate of \$2.25 per gallon for diesel, \$2.00 for gasoline and \$0.75 for propane the CONTRACTOR shall credit the DISTRICT at the rate of \$0.01 cents per mile for each \$0.05 change in price per gallon.
- c. Fuel Surcharges/Credits shall be listed as a separate line item on the CONTRACTOR's monthly invoice. CONTRACTOR shall provide documentation demonstrating average daily fuel cost at the CONTRACTOR's primary fueling location and shall make complete files available to the DISTRICT upon request.



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- d. Any adjustments in rates shall be set forth in writing upon a rider to be attached to this contract. Extraordinary changes in costs will be negotiated and agreed upon by the CONTRACTOR and the DISTRICT.
- e. All fuel prices are net of Federal excise taxes.

## **26. SUBSEQUENT YEARS PRICING:**

Prices for the subsequent years of the Contract will be adjusted up or down effective July 1 of the contract year, based on a National Consumer Price Index for all urban areas (U.S. Bureau of Labor Statistics). The change will be determined by multiplying the previous year's rates times the National Consumer Price Index (all urban consumers (current series) US City average and All items) percent change for the preceding twelve (12) months commencing April 1 and ending March 31 of the year immediately preceding the contract year for which the change is to be implemented. Notwithstanding, the forgoing adjustment per contract year shall not be less than two percent (2%) nor be more than six percent (6%). Should CPI go over six percent both parties agree to negotiate rates.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by

SCHOOL DISTRICT OF MANAWA  
Ryan Peterson, Superintendent of Schools

KOBUSSEN BUSES, LTD.  
Joseph E. Kobussen, President

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

**Board Meeting Date:** 1/22/24

**Subject:** ACT/PreACT/Forward Exam Dates - Secondary School Calendar Adjustments

**Presenter(s):** Michelle Johnson

### **I. Overall Content/Purpose:**

The purpose of this memo is to propose asynchronous instruction (virtual learning) dates for ACT and Pre ACT/Forward at the Middle and High School.

### **II. Point of Emphasis / Key Communication(s):**

1. ACT/Pre ACT-Forward Exam Dates for Asynchronous Instruction Proposal:
  - a. ACT - March 26, 2024
    - i. Juniors in-person
    - ii. All others grades 6-12 asynchronous
  - b. Pre ACT/Forward - April 9th, 2024
    - i. Forward Exam Grades 6-8
    - ii. Pre ACT Grades 9, 10
    - iii. Grades 11 & 12 asynchronous day
2. An asynchronous school day will create a better testing environment for all students that are required to take these assessments. This will give us the ability to utilize all staff to proctor assessments. Which, in turn, will allow for smaller testing groups to provide greater 1 to 1 support throughout the testing experience.
3. Asynchronous attendance expectations:
  - a. Students need to complete posted assignments for each class within their daily schedule.
  - b. Teachers will be available to provide support during posted office hours, via Google Meet, if needed, times to be determined based on testing schedule for proctors.

### **III. Administrative Recommendation:**

It is the recommendation of Administration that the Board of Education approves the use of asynchronous days to be used during the administration of standardized assessments at the secondary level.

### **IV. Contact for More Information:**

**Name:** Michelle Johnson      **email:** [mjohnson@manawaschools.org](mailto:mjohnson@manawaschools.org)