

# School District of Manawa

## Board of Education Meeting Agenda

July 19, 2021

**AMENDED**



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(US) +1 470-735-3480 PIN: 837 135 837#

1. Call to Order – President Johnson – **7:00 p.m.** – Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Presentations:
  - a. **Annual District Reading Specialist State of the District in Literacy Instruction - Jacquelyn Sernau and Michelle Johnson**
  - b. Initial Proposal of Updated Key Performance Indicators
6. Announcements:
  - a. Contributions to the District
  - b. Other Contributions
7. Consent Agenda
  - a. Approve Minutes of June 21, 2021 Regular Board Meeting, July 6, 2021 and July 13, 2021 Special Board Meetings
  - b. Treasurer’s Report: Approve Expenditures & Receipts
  - c. Donations:
    - i. A. Sturm & Sons Foundation, Inc. \$3,000 donation to benefit the youth enrolled in the Manawa FFA Chapter
    - ii. A. Sturm & Sons Foundation, Inc. \$3,000 donation to enhance the Fine Arts areas of band, chorus, drama, forensics, arts or libraries in the district
8. Any Item Removed from Consent Agenda
  - a.
  - b.
9. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
10. Correspondence: There was no correspondence this month.
11. Board Recognition:
  - a. Student Recognition - Alaina Gast - CWC North Girls Softball Player of the Year
12. District Administrator’s Report:
  - a. Legislative Update

- b. Summer Professional Development & Curriculum Update
  - c. COVID-19 Update
  - d. Summer Infrastructure Project Highlights
13. School Operations Reports:
- a. ES Principal / Special Education Director: Highlights - Included in Board Packet
  - b. MS / HS Principal: Highlights - Included in Board Packet
14. Business Related Reports:
- a. Highlights - Included in Board Packet
  - b. Kobussen Transportation Report
15. Director's Reports:
- a. Technology Director Highlights - Included in Board Packet
16. Board Comments:
- a.
  - b.
17. Committee Reports:
- a. Curriculum Committee (Hollman)
    - i. Consider Endorsement of MES Student Handbook as Presented
    - ii. Consider Endorsement of MMS Student-Parent Handbook as Presented
    - iii. Consider Endorsement of LWHS Student-Parent Handbook as Presented
    - iv. Consider Endorsement of 504 Handbook as Presented
    - v. Consider Endorsement of Title I Schoolwide Plan as Presented
    - vi. Consider Endorsement of Response to Intervention (RtI) Plan as Presented
    - vii. Consider Annual Endorsement of Student Academic Standards
  - b. Finance Committee (Pethke)
    - i. Consider Endorsement of Food Service Prime Vendor as Presented
    - ii. Consider Endorsement of Food Service Bread Vendor as Presented
    - iii. Consider Endorsement of Food Service Dairy Vendor as Presented
    - iv. Fund 46 Transfer
    - v. Fee Breakdown Enclosures in Registration Packet
    - vi. 2021-22 Budget Update and K-12 State Funding
    - vii. Debt Payments for 2021-22 School Year
    - viii. Monthly Financial Summary - May 2021
    - ix. Consider Endorsement of Sick-day Pay-out for All Staff as Presented
    - x. Consider Endorsement of Salary & Stipend Guide as Presented
  - c. Buildings & Grounds (R. Johnson)
    - i. Review curb replacement budget for MMS/LWHS
    - ii. Update on MS/HS paving project
    - iii. Consider building a new climate controlled storage building for the MS/HS property
    - iv. Discuss Manawa Athletic Booster Club interest in fundraising for future projects
      - 1. Electronic scoreboards for gyms (replacement)

2. Rubberized track (replacement) - Surveyed CWC and Waupaca County Schools.
  - a. New London - <https://afstrack.com/>
    - i. Original track and infield built in 2009.
    - ii. Asphalt build with eight layers rubberized seal flex 8.
    - iii. Track life expectancy 20 years.
    - iv. Added two layers of rubberized granular latex and restriped track surfaces summer of 2020.
    - v. Anticipate to add additional two layers of granular latex and restripe in 6-10 years.
    - vi. Satisfied thus far.
  - b. Tri-County
    - i. American Systems of Suamico
    - ii. 3 coats of rubberizing and new stripes 2 years ago cost \$60,000.
    - iii. Not satisfied - Company resprayed the top coat with latex finish to prevent new rubberized pellets from rubbing loose and clinging to shoes.
    - iv. Original company's work lasted 14 years; highly recommended Athletic Field Services, Inc. (AFS) from Genesee Depot, WI
3. Other
  - v. Consider finding a new bleacher inspection company
  - vi. Otis Elevator & Won-Door Fire Guard Door Inspections
  - vii. Discuss Future Project Ideas:
    1. ATV - For use in caring for upper fields and baseball/softball fields.
    2. Other
  - viii. Consider sale of unused property
    1. 2 plow blades for pick-up trucks
- d. Policy & Human Resources Committee (J. Johnson)
  - i. Overview of MacNeil Environmental Safety Assessment Services - Kelly Marinoff
  - ii. Consider Endorsement of Changing From a COVID-19 14-day Quarantine to a 10-day Quarantine Without Testing and/or a 7-day Quarantine with a Negative PCR Test on Day 5 or After. [CDC Options to Reduce Quarantine](#)
  - iii. Consider Endorsement of Revised Professional Educator Handbook as Presented
  - iv. Consider Endorsement of Paid Time Off for Personal Business Stipulations - Professional Educator Handbook as Presented
  - v. Consider Endorsement of Revised Coaches Handbook as Presented

- vi. Consider Endorsement of Custodial/Food Service Position as Presented
- vii. Consider Endorsement of Custodial/Food Service Job Description as Presented
- viii. Consider Endorsement of Legal Counsel Advice on In-person Meetings and Ending the Recording of Meetings as Pandemic Emergency Ends as Presented

18. Unfinished Business:

- a. Consider Approval of PO0167.3 - Public Comment at Board Meetings as Presented
- b. Consider Approval of PO5410 - Promotion, Placement, and Retention as Presented
- c. Consider Approval of AG5410 - Promotion, Transfer, and Retention as Presented

19. New Business:

- a. Consider Approval of MES Student Handbook as Presented
- b. Consider Approval of MMS Student-Parent Handbook as Presented
- c. Consider Approval of LWHS Student-Parent Handbook as Presented
- d. Consider Approval of 504 Handbook as Presented
- e. Consider Approval of Title I Schoolwide Plan as Presented
- f. Consider Approval of Response to Intervention (RtI) Plan as Presented
- g. Consider Approval of Professional Educator Handbook as Presented
- h. Consider Approval of Coaches Handbook as Presented
- i. Consider Approval of Student Academic Standards as Presented
- j. Consider Approval of Food Service Prime Vendor as Presented
- k. Consider Approval of Food Service Bread Vendor as Presented
- l. Consider Approval of Food Service Dairy Vendor as Presented
- m. Consider Approval of Sick-day Pay-out for All Staff as Presented
- n. Consider Approval of Salary & Stipend Guide as Presented
- o. Consider Approval of Curb and Gutter Replacement Budget as Presented
- p. Consider Approval of Traffic Flow Plan for MMS/LWHS (subset of referendum paving project) as Presented
- q. Consider Approval of Legal Counsel Advice to End Virtual Only Board of Education Meetings and the Recording/Posting of Board of Education Meetings as Pandemic Emergency Ends as Presented
- r. Consider Approval of Summer School 2021 Fifth Grade Band Lessons as Presented

20. Next Meeting Dates:

- a. July 27, 2021 Buildings & Grounds Committee Meeting - 4:30 p.m.
- b. July 27, 2021 Curriculum Committee Meeting - 6:00 p.m.
- c. August 3, 2021 Policy & Human Resources Committee Meeting - 6:00 p.m.
- d. August 16, 2021 Regular Board of Education Meeting - 7:00 p.m.
- e. August 31, 2021 Back to School Night - Ribbon Cutting Celebration (Details forthcoming)
- f. September 7, 2021 Finance Committee Meeting - 6:00 p.m.

## 21. Adjourn

PLEASE NOTE: 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.

Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

### 0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education 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 wishing to place an item on the agenda shall register their intent with 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 approval of the District Administrator and the Board President.

#### **Public-Participation Section of the Meeting**

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

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

The presiding officer shall be guided by the following rules:

- A. Public participation 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. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. 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.
  - 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.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to fifteen (15) minutes, unless extended by a vote of the Board.
- J. 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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## **Students choosing to excel; realizing their strengths**

**To:** Board of Education  
**From:** Jacquelyn Sernau and Michelle Johnson  
**Date:** July 9, 2021  
**Re:** State of the District in Literacy Instruction (Annual Report)

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### **Mission Statement:**

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

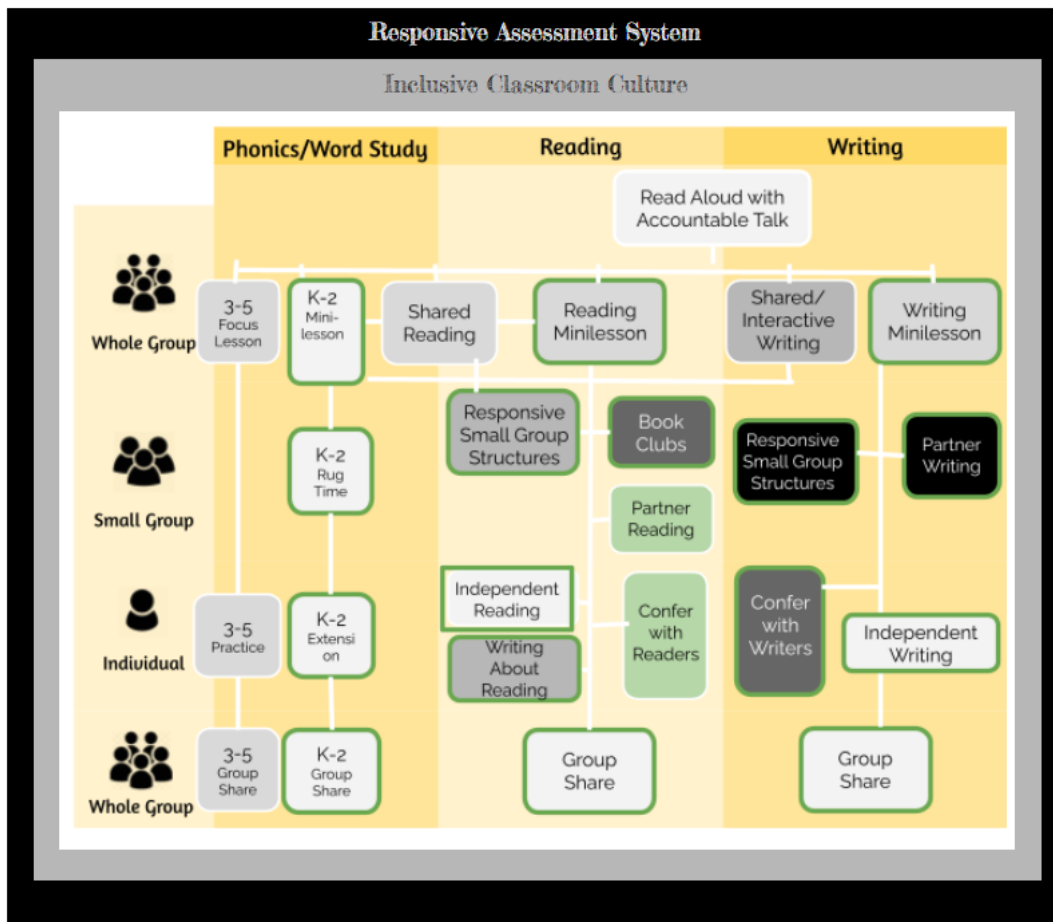
The purpose of this memo is to share with the board a look at the current literacy resources that are being used, and provide an overview of the action steps for moving forward as per the approved District Literacy Plan.

- I. The School District of Manawa has made literacy instruction a top priority for the last several years. The following represents a list of resources and supports being used across the district.
  - A. **Manawa Elementary School- K-5**
    1. **Overview of Resources and Structure:**
      - a) Lucy Calkins' Units of Study for Reading and Writing
      - b) Really Great Reading Phonics- K-2
      - c) Fountas and Pinnell-Interactive Read Aloud
    2. **Professional Development Plan:**
      - a) Interactive Read Aloud with CESA 6
      - b) Really Great Reading- Series of Webinars
      - c) Instructional Coaching Cycles- Reading Specialist- Michelle Johnson with teachers
  - B. **Manawa Middle School- 6-8**
    1. **Overview of Resources and Structure**
      - a) Lucy Calkins' Units of Study for Reading and Writing
      - b) *Patterns of Power- Inviting Adolescent Writers into the Conventions of Language*- Jeff Anderson
      - c) Readers' and Writers' Workshop Model
    2. **Professional Development**
      - a) CESA 6- Patterns of Power
      - b) Instructional Coaching Cycles-Reading Specialist- Michelle
      - c) Erin Loritz- Embedding literacy across all content areas
  - C. **Little Wolf High School- 9-12**
    1. **Overview of Resources and Structure**
      - a) Updated curriculum maps with a variety of resources
    2. **Professional Development**
      - a) Erin Loritz-Embedding literacy across all content areas

This school year, we also began work on a 5-year comprehensive District Literacy Plan. This plan set us up for a deep dive into literacy instruction (reading, writing, and phonics) at the elementary school and a look at student data. We determined our focus areas, (Phonics Instruction for K-2 and incorporating Interactive Read Alouds for K-5), ordered new board-approved instructional materials, (Really Great Reading for Phonics Instruction and Fountas and Pinnell Interactive Read Aloud kits) and planned professional development for teachers in each of these areas. The following is a look at the implementation goals for the elementary school for the next 5 years as was determined by our audit.

## II. *The School District of Manawa: Implementation Goals*

### Manawa Elementary



Code for Year of Implementation					
Note: Instructional Contexts Outlined in Green are Partially Implemented as of 20-21					
Focus for 25-26	Focus for 24-25	Focus for 23-24	Focus for 22-23	Focus for 21-22	In place as 20-21



- III. It is necessary to take a look at all literacy data throughout the district and continue the process of setting goals and action steps for moving forward. The same process that was used to determine the implementation goals above will also be done at the middle school and high school levels. Two of the most important questions are:
  - A. Which various sources of student data need to be collected?
  - B. How will it be gathered and used at the middle and secondary level?

The SDM will be moving forward in the 2021-2022 school year with the added emphasis on content area literacy at the middle and high school level. Decisions on implementation and action steps will be data driven. The work as is shown in the implementation goal chart above will continue at the elementary level. All of the focused efforts towards literacy are reflected in the District Literacy Plan and will continue to be reviewed and updated based on student needs.

# SCHOOL DISTRICT OF MANAWA KEY PERFORMANCE INDICATORS

<b><i>Key Performance Indicators</i></b>	<b><i>Notes</i></b>
<p><b>I. Learning</b></p> <p>A. Students will be proficient or better on internal predictive tests. (See bar graph slides.)</p> <ol style="list-style-type: none"> <li>1. Early Math (gr. 4K-K) &amp; Literacy Screeners (gr. 4K-1)</li> <li>2. STAR Reading &amp; Math (gr. 1-8)</li> <li>3. Aspire Periodic/PreACT/Mosaic (gr. 9-10)</li> </ol> <p>B. 90% of K-12 students engaged in doing service projects annually.</p> <ol style="list-style-type: none"> <li>1. 2019-20 MES 100% of students (Pre-COVID-19 data)</li> <li>2. 2019-20 MMS baseline not established at that time</li> <li>3. 2020-2021 MMS 100% participation</li> <li>4. 2019-20 LWHS 69% of students participated in some form of volunteerism</li> <li>5. 2020-2021 LWHS 86% of students participated in some form of volunteerism</li> </ol> <p>C. ISTE Standards will be 100% implemented by the end of the 2023-24 school year.</p> <p>D. Assess effectiveness of new secondary social studies resources using student proficiency of the course standards.</p> <p>E. 25% of students received post-secondary credits or certification(s) by the conclusion of the 2023-24 school year; 35% in 5 years.</p> <ol style="list-style-type: none"> <li>1. 2019-20 LWHS 19% of students received post-secondary credits or certifications</li> </ol>	<p><i>Internal predictive tests-universal screeners as defined by building/grade that predict how students will do on mandated assessments. (STAR, Fountas and Pinnell Running Records, Lucy Calkins)</i></p> <p><i>Proficiency for each predictive test is based on the state proficiency level except early literacy and math that are locally created.</i></p> <p><i>Volunteerism will be based on school sponsored or school-based groups/organizations who provide a service to the community.</i></p> <p><i>ISTE stands for the International Society for Technology and Education and is a global institution on research-based best practices in technology education and innovation.</i></p> <p><i>There are 6 AP classes; 1 CAAP class; and 3 articulated with Fox Valley Technical College.</i></p>

# SCHOOL DISTRICT OF MANAWA KEY PERFORMANCE INDICATORS

<p><b>II. Operation Efficiencies</b></p> <ul style="list-style-type: none"> <li>A. Maintain an annual balanced budget.</li> <li>B. Levy to the allowable authority.</li> <li>C. Workers Compensation Experience Rate (a.k.a. MOD rate) will be kept under 1.0             <ul style="list-style-type: none"> <li>1. 2020 rate is 1.04</li> <li>2. Cannot go lower than 0.70 statistically</li> </ul> </li> <li>D. Bond Rating - A+ (2019)</li> <li>E. Update and implement 20-year Facilities Plan.</li> <li>F. Update and implement a <a href="#">5-year Technology Plan</a>.</li> </ul>	<p><i>To levy a tax means to collect a tax by legal authority</i></p> <p><i>MOD rate is a premium multiplier that measures the difference in the past workers compensation claims to the expected claims. This either increases or decreases the workers compensation insurance premium.</i></p> <p><i>A bond rating is a credit score obtained when borrowing. The District used Standard &amp; Poor's (AAA-D) for our last referendum debt. This bond rating was established based on a stable local economy, a strong available fund balance, a moderate overall debt burden, and good district management practices. This is offset by declining enrollment.</i></p>
<p><b>III. Safe &amp; Orderly Environment</b></p> <ul style="list-style-type: none"> <li>A. 95% of students have no major offense.             <ul style="list-style-type: none"> <li>1. High School (2020-2021): 86.4% of high school students didn't have a major offence</li> <li>2. Middle School (2020-2021): 87.1% of middle school students didn't have a major</li> <li>3. Elementary (2020-2021): 72% didn't have a major offense</li> </ul> </li> <li>B. Maintain an annually approved School Safety Plan.</li> <li>C. No Out-of-School Suspensions/Expulsions             <ul style="list-style-type: none"> <li>1. Elementary = 0 in 20-21</li> <li>2. Secondary = 0 expulsions in 20-21 and 7 High School suspension and 7 Middle School suspensions</li> </ul> </li> <li>D. 100% compliance with drills (evacuation, lockdown, lock out, shelter in place, etc.).</li> </ul>	<p><i>Major Offense - Behavior that rises to the level of administrative referral and/or police intervention.</i></p>

# SCHOOL DISTRICT OF MANAWA KEY PERFORMANCE INDICATORS

## IV. Engagement & Satisfaction

- A. Staff retention rate at 92% or higher.
  - 1. 2019-20 Retention Rate: 96.3%
  - 2. 2020-21 Retention Rate: 84.1%
    - a) 2020-21 resignation due to retirement: 5/85 = 5.9%
    - b) 2020-21 resignation (not retirement): 9/85 = 9.6%
- B. Less than 5% of K-12 students are chronically absent per WISEdash state expectations by the conclusion of the 2023-24 school year.
  - 1. 2020-21 MES 3.4% of students chronically absent
  - 2. 2020-21 MMS 6.5% of students chronically absent
  - 3. 2020-21 LWHS 6.9% of students chronically absent
- C. Secondary student engagement based on participation in co-curriculars (unduplicated count)
  - 1. MS: 63% of students engaged in at least one or more offering
  - 2. HS: 74% of students engaged in at least one or more offering
- D. Decrease open enrollment out/Increase open enrollment in.
  - 1. Establish Baseline
- E. Establish New Staff Survey - School Perceptions
- F. Establish Parent Survey - School Perceptions
- G. Establish Student Survey - School Perceptions

*Retention Rate: the number of employees that left during the school year divided by the number of employees total at the end of the school year*

*Exit Survey: Currently only BOE members receive this data, it is suggested that the BOE creates a summary of recommendations to be shared with the administrative team.*

*Definition of Chronically Absent: Students are considered to be chronically absent if they miss 16% of school days per the DPI.*

*Open enrollment percent is based on all available possible resident students in the district (includes: St. Paul, all parochial/private school, homeschool, open enrollment out, current SDM enrollment but exclude Amish)*

**2020-21 Data - Co-Curriculars:**

*MS Offerings:*

- 5 Academic Offerings*
- 9 Athletic/Club Offerings*
- 2 Musical Offerings*

*HS Offerings:*

- 13 Academic Offerings*
- 13 Athletic/Club Offerings*
- 5 Musical Offerings*

Minutes of a June 21, 2021 School District of Manawa Regular Board of Education Meeting

Call to Order – President Johnson – 7:00 p.m. – MES Board Room

Pledge of Allegiance

Roll Call - Jepson, Pethke, R. Johnson, J. Johnson, Griffin, Reiersen, and Hollman present.

Verify Publication of Meeting - Dr. Oppor verified.

Presentations: MS/HS Paving Project Update & Construction Area Safety - Matt McGregor, from Hoffman Construction mentioned the Fitness Center members will not have access to the Fitness Center during July while the project is being worked on. Student athletes may only use the center when accompanied by a staff member.

Announcements: Contributions to the District - Disabled American Veteran's Chapter 53, Manawa, WI donated \$500 to the LWHS/MS Band; Cedar Springs Golf Course & Tim Schuelke in-kind donation of a golf cart for use at the 2021 commencement ceremony; Rita Gipp donation of VEX Robotics supplies totaling \$2637.95; and Michael and Jeanne Frazier \$200 donation to the FFA. Other Contributions - None

Approved by Consent: Minutes of May 17, 2021 Regular Board Meeting and a June 7, 2021 Special Board Meeting; Treasurer's Report: Approve Expenditures \$527,583.18 & Receipts \$89,251.80; Donations: Disabled American Veteran's Chapter 53, Manawa, WI donated \$500 to the LWHS/MS Band; Cedar Springs Golf Course & Tim Schuelke in-kind donation of a golf cart for use at the 2021 commencement ceremony; Rita Gipp donation of VEX Robotics supplies totaling \$2637.95; and Michael and Jeanne Frazier \$200 donation to the FFA; Approval of .25 FTE Private School Title I Reading Interventionist; Approval of .75 FTE Special Assignment Teacher; Approval of Instructional Technology Director; Approval of the Certified Athletic Trainer Agreement for SY2122 with Orthopedic & Spine Therapy (OST); Approval of Occupational Therapist Services from N.E.W. Rehab Company for the 2021-22 School Year; Approval of Fall Coaches for SY2122; and Approval of Overnight Field Trip to FFA State Convention. R. Johnson recused himself from the consent agenda vote.

Any Item Removed from Consent Agenda: None

Public Comments: None

Correspondence: There was no correspondence this month.

Board Recognition: Bruce Scheller, Stan Forbes, and Luke Seeger - Recognition of Commitment and Service from State Superintendent and WASB.

District Administrator's Report:

Legislative Update - WASB Executive Director John Ashley issued a statement in reaction to the state education budget proposal passed by the Legislature's Joint Finance Committee.

Curriculum Update - one more week for summer school. COVID-19 Update - no county timeline for guidelines as of yet. The county is monitoring the Delta variant. Summer Project Highlights - the new 750 seat bleachers are installed behind the high school. The gym floor is coming along beautifully. Manawa Athletic Booster Club has generously donated new wall mats. New LED light bulbs were installed in the HS/MS gym. The new fans are still on backorder. The summer school musical called "Follow the Rabbit" will showcase this week. Summer Professional Development - staff are signing up for summer professional development opportunities.

School Operations Reports: ES Principal/Special Education Director: Highlights - Included in Board Packet; and MS / HS Principal: Highlights - Included in Board Packet. Many students qualified for state in Track and Field. The coaches and students should be very proud of their accomplishments. The Manawa FFA is in the top 5 in the state for the Food for America Award that will be presented in July at the State FFA Convention. They are also in the top 10 in the National Chapter Award in two of the three areas and will be advancing to nationals. Additionally, Kayla Loughrin will be receiving a 3 Star Leader Award. Ms. Brauer reported the new swings will be installed and new wood chips within the next few weeks.

Business Related Reports: Highlights - Included in Board Packet; and Kobussen Transportation Report. Mrs. O'Brien spoke of the proposed state budget to all Wisconsin schools. The Legislature's Joint Finance Committee's budget proposal is a worse-case scenario for the SY 2022-2023 that will leave the district with a substantial deficit.

Director's Reports: Technology Director Highlights - Included in Board Packet.

Board Comments: None

Committee Reports: Minutes of a Curriculum Committee, Finance Committee, Buildings & Grounds Committee, and a Policy & Human Resources Committee were included in the board packet. Reierson wanted to make sure the English Learner Handbook included the correct ESEA Information as included in the handbook as referenced.

Unfinished Business:

Motion by Reierson / Pethke to Approve of Policy 0165.1 - Notice of Regular Meetings as Presented. Motion carried.

Motion by R. Johnson / Reierson to Approve of Policy 9130 - Public Requests, Suggestions, or Complaints as Presented. Motion carried.

New Business:

Motion by Hollman / Griffin to Approve of the Technology Standards Scope & Sequence as Presented. Motion carried.

Motion by Pethke / Jepson to Approve of SDM Chromebook Program Handbook as Presented. Motion carried.

Motion by R. Johnson / Griffin to Approve of Office of Civil Rights Handbook/Plan Technical Corrections as Presented. Motion carried.

Motion by Hollman / Pethke to Approve of Adopting the Fountas and Pinnell Interactive Read Aloud (IRA) Collection for Grades K-5 as Presented. Motion carried.

Motion by Hollman / R. Johnson to Approve of English Language Handbook as Presented. Motion carried.

Motion by Jepson / R. Johnson to Approve of Naming of Legal Depositories – First State Bank, Premier Community Bank, BMO, American Depositories Management, and Associated Bank Green Bay as Presented. Griffin recused himself. Motion carried.

Motion by Jepson / Pethke to Approve of Meal and Milk prices for 2021-22 School Year as Presented. Motion carried.

Motion by Pethke / Hollman to Approve of Student Accident Insurance Carrier for 2021-22 School Year as Presented. Motion carried.

Motion by Reiersen / Jepson to Approve of Class and District Fees for 2021-22 School Year as Presented. Motion carried.

Motion by R. Johnson / Griffin to Approve of Resolution Regarding the State of Wisconsin 2021-23 Budget as Presented. Reiersen nay. Motion carried.

Motion by R. Johnson / Griffin to Approve of Purchase, Design, and Installation of Badger Sporting Goods MS/HS Gym Wall Mats Donated by the Manawa Athletic Booster Club at a Cost of \$4,140 as Presented. Motion carried.

1st Reading of Revision to PO0167.3 - Public Comment at Board Meetings as Presented

1st Reading of Revision to PO5410 - Promotion, Placement, and Retention as Presented

1st Reading of Revision to AG5410 - Promotion, Placement, and Retention as Presented

Motion by Reiersen / Hollman to Approve of Support Staff Handbook as Presented. Reiersen Amended the motion of the to include the word “paid” in regards to bereavement leave to state *Support Staff shall be granted up to (4) “paid” days of Bereavement Leave.* Hollman amended his second. Motion carried.

Motion by R. Johnson / Griffin to Approve of the change to Sick Leave in the Support Staff Handbook as Presented. Motion carried.

Motion by Jepson / Reiersen to Approve of the Addition of Stipulations to Sick Leave (Paid Time Off for Personal Business) in the Support Staff Handbook as Presented. Motion carried.

Motion by Reiersen / Jepson to Approve of a Change to Earned Vacation Time in the Support Staff Handbook Option A as Presented. Motion carried.

Motion by Pethke / Jepson to Approve of the SDM Technology Plan as Presented. Motion carried.

Next Meeting Dates:

June 22, 2021 Buildings and Grounds Committee Meeting - 4:30 p.m.

July 6, 2021 Special Board of Education Meeting - 5:45 p.m.

July 6, 2021 Policy & Human Resources Committee Meeting - 6:00 p.m.

July 7, 2021 Finance Committee Meeting - 6:00 p.m.

July 13, 2021 Curriculum Committee Meeting - 6:00 p.m.

July 19, 2021 Regular Board of Education Meeting - 7:00 p.m.

Motion by Hollman / Jepson to adjourn at 8:08 p.m. Motion carried.

Stephanie Flynn, Recorder



Minutes of a July 6, 2021 School District of Manawa Special Board of Education Meeting

1. Call to Order – President Johnson – 5:45 p.m. – MES Board Room, 800 Beech Street
2. Pledge of Allegiance
3. Roll Call: Hollman, Reiersen, Jepson, Griffin, Pethke, and J. Johnson present.  
R. Johnson absent.
4. Verify Publication of Meeting: Dr. Oppor verified publication.
5. Unfinished Business: No Unfinished Business
6. New Business:
  - a. Consider Approval of Staff Contracts for the 2021-2022 School Year as Presented. Motion by Pethke / Griffin to Approve Staff Contracts for the 2021-2022 School Year as Presented. Motion carried.
  - b. Consider Approval of Alternative Open Enrollment Applications for the 2021-2022 School Year as Presented. Motion by Hollman / Jepson to Approve Alternative Open Enrollment Applications for the 2021-2022 School Year as Presented. Motion carried.
7. Next Meeting Dates:
  - July 6, 2021 Policy & Human Resources Committee Meeting - 6:00 p.m.
  - July 7, 2021 Finance Committee Meeting - 6:00 p.m.
  - July 13, 2021 Special Board of Education Meeting - 5:45 p.m.
  - July 13, 2021 Curriculum Committee Meeting - 6:00 p.m.
  - July 19, 2021 Regular Board of Education Meeting - 7:00 p.m.
8. Motion by Pethke / Reiersen to adjourn. Motion carried at 5:54 p.m.

Joanne Johnson, Recorder

Minutes of a July 13, 2021 School District of Manawa Special Board of Education Meeting

Call to Order – President Johnson – 5:47 p.m. – MES Board Room, 800 Beech Street

Pledge of Allegiance

Roll Call - Hollman, Pethke, Reiersen, R. Johnson, Jepson, and J. Johnson. Griffin absent.

Verify Publication of Meeting - Dr. Oppor verified publication.

Unfinished Business: No Unfinished Business.

New Business:

Consider Approval of Staff Contracts for the 2021-2022 School Year as Presented. Motion by Pethke / Hollman to approve Staff Contracts for the 2021-2022 School Year as Presented.

Motion carried.

Consider Approval of Custodial/Food Service Position as Presented. Motion by R. Johnson / Hollman to approve the Custodial/Food Service Position as Presented. Pethke recused herself.

Motion carried.

Consider Approval of Custodial/Food Service Job Description as Presented. Motion by R. Johnson / Hollman to approve Custodial/Food Service Job Description as Presented. Pethke recused herself. Motion carried.

Consider Approval of One Additional Alternative Open Enrollment Application for the 2021-22 School Year as Presented. Motion by Hollman / Pethke to approve Alternative Open Enrollment Application for the 2021-22 School Year as Presented. Motion carried.

Next Meeting Dates:

July 13, 2021 Curriculum Committee Meeting - 6:00 p.m.

July 19, 2021 Regular Board of Education Meeting - 7:00 p.m.

July 27, 2021 Buildings & Grounds Committee Meeting - 4:30 p.m.

August 3, 2021 Policy & Human Resources Committee Meeting - 6:00 p.m.

September 7, 2021 Finance Committee Meeting - 6:00 p.m.

Motion by Jepson / Hollman to Adjourn at 5:53 p.m.

Stephanie Flynn, Recorder

Name	Reference	Trans Date	Description	Post Date	Amount
		06/01/2021	BREAKFAST AID	06/01/2021	3,046.60
			Totals for 14256		3,046.60
		06/01/2021	NATIONAL SCHOOL LUNCH AID	06/01/2021	3,749.57
			Totals for 14257		3,749.57
		06/01/2021	WI SCHOOL DAY MILK PROGRAM	06/01/2021	1,588.06
			Totals for 14258		1,588.06
		06/02/2021	SAFETY GRANT RECEIVABLE - DUE FROM STATE	06/02/2021	29,582.82
		06/02/2021	SAFETY GRANT RECEIVABLE - DUE FROM STATE	06/02/2021	-29,582.82
			Totals for 15277		0.00
		06/02/2021	DOJ SAFETY GRANT	06/02/2021	29,582.82
			Totals for 15295		29,582.82
		06/04/2021	FOOD SERVICE FOR ES FOR 6/1-4	06/04/2021	309.30
			Totals for 15298		309.30
		06/04/2021	MEDICAID PAYMENT	06/04/2021	3,670.64
			Totals for 15299		3,670.64
		06/04/2021	SCHOOL SPECIALTY REBATE	06/04/2021	93.90
			Totals for 15300		93.90
		06/04/2021	TREEHOUSE FOODS - DEPOSIT FOR SENIOR SIG	06/04/2021	650.00
			Totals for 15301		650.00
		06/04/2021	HS FOOD SERVICE 6/1-6/4/21	06/04/2021	608.31
			Totals for 15307		608.31
		06/04/2021	STUDENT PURCHASE 3 STOLE	06/04/2021	75.00
			Totals for 15308		75.00
		06/04/2021	WASHINGTON DC	06/04/2021	1,753.00
			Totals for 15309		1,753.00
		06/07/2021	BREAKFAST AID	06/07/2021	684.18
			Totals for 14256		684.18
		06/07/2021	NATIONAL SCHOOL LUNCH AID	06/07/2021	28,192.50
			Totals for 14257		28,192.50
		06/07/2021	BREAKFAST SEVERE	06/07/2021	11,347.46
			Totals for 14258		11,347.46
		06/10/2021	BAND DONATION	06/10/2021	500.00
			Totals for 15310		500.00
		06/10/2021	INTEREST ACCOUNT - WORK PERMITS	06/10/2021	30.00
			Totals for 15311		30.00
		06/10/2021	WASHINGTON DC PAYMENT	06/10/2021	511.00
			Totals for 15312		511.00
		06/10/2021	SOFTBALL PLAYOFF GAME ADMISSIONS	06/10/2021	396.00
			Totals for 15313		396.00
		06/10/2021	FOOD SERVICE FOR WEEK OF 6/4-10	06/10/2021	547.25
			Totals for 15314		547.25
		06/10/2021	GRADUATION STOLE PAYMENTS	06/10/2021	75.00
			Totals for 15315		75.00
		06/10/2021	CAPP ENGLISH PAYMENT	06/10/2021	300.00
			Totals for 15316		300.00
		06/10/2021	MS ATHLETIC FEE	06/10/2021	30.00
			Totals for 15317		30.00
		06/10/2021	HS ATHLETICS	06/10/2021	230.00
			Totals for 15318		230.00
		06/10/2021	DISTRICT STUDENT FEES	06/10/2021	495.00
			Totals for 15319		495.00
		06/10/2021	TECH ED COURSE FEE	06/10/2021	5.00
			Totals for 15320		5.00

Name	Reference	Trans Date	Description	Post Date	Amount
		06/10/2021	INSTRUMENT RENTAL	06/10/2021	30.00
			Totals for 15321		30.00
		06/10/2021	LYCEUM FEE	06/10/2021	28.00
			Totals for 15322		28.00
		06/10/2021	NEWSPAPER FEE	06/10/2021	7.00
			Totals for 15323		7.00
		06/10/2021	STUDENT FINE	06/10/2021	2.50
			Totals for 15324		2.50
		06/10/2021	HS YEARBOOK FEE	06/10/2021	230.00
			Totals for 15325		230.00
		06/10/2021	CHROMEBOOK REPAIR FEE	06/10/2021	175.00
			Totals for 15326		175.00
		06/10/2021	CLASS OF 2021 FEES	06/10/2021	120.00
			Totals for 15327		120.00
		06/10/2021	CLASS OF 2023 FEES	06/10/2021	5.00
			Totals for 15328		5.00
		06/10/2021	CLASS OF 2024 FEES	06/10/2021	35.00
			Totals for 15329		35.00
		06/10/2021	MUSIC & SHIRT	06/10/2021	25.50
			Totals for 15330		25.50
		06/10/2021	CLASS OF 2025 FEE	06/10/2021	6.25
			Totals for 15331		6.25
		06/10/2021	CLASS OF 2026 FEE	06/10/2021	5.00
			Totals for 15332		5.00
		06/10/2021	CLASS OF 2027 FEE	06/10/2021	10.00
			Totals for 15333		10.00
		06/10/2021	DISTRICT STUDENT FEE	06/10/2021	45.00
			Totals for 15334		45.00
		06/10/2021	FOOD SERVICE DEPOSIT	06/10/2021	493.90
			Totals for 15335		493.90
		06/11/2021	MES YEARBOOK	06/11/2021	104.00
			Totals for 15302		104.00
		06/11/2021	SUMMER SCHOOL	06/11/2021	260.00
		06/11/2021	SUMMER SCHOOL	06/11/2021	780.00
			Totals for 15303		1,040.00
		06/11/2021	MES FOOD SERVICE FOR WEEK ENDING 6/10	06/11/2021	21.20
			Totals for 15304		21.20
		06/11/2021	FITNESS CENTER DEPOSIT	06/11/2021	200.00
			Totals for 15305		200.00
		06/14/2021	SPED STATE AID	06/14/2021	44,266.00
			Totals for 15306		44,266.00
		06/21/2021	PUPIL TRANSPORTATION	06/21/2021	1,913.00
			Totals for 15337		1,913.00
		06/21/2021	GENERAL EQUALIZATION AID	06/21/2021	794,654.00
			Totals for 15338		794,654.00
		06/21/2021	HIGH COST TRANSPORTATION AID	06/21/2021	31,495.00
			Totals for 15339		31,495.00
		06/21/2021	BREAKFAST REIMBURSE	06/21/2021	888.30
			Totals for 15340		888.30
		06/21/2021	BREAKFAST SEVERE REIMBURSE	06/21/2021	12,750.92
			Totals for 15341		12,750.92
		06/21/2021	LUNCH REIMBURSE	06/21/2021	29,896.58
			Totals for 15342		29,896.58

Name	Reference	Trans Date	Description	Post Date	Amount
			Total for Cash Receipts		1,006,917.74

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	861,572.22	150.00	861,722.22
27	SPECIAL EDUCATION FUND	0.00	47,936.64	0.00	47,936.64
50	FOOD SERVICE FUND	1,979.96	92,144.17	0.00	94,124.13
60	HS - ACTIVITY ACCOUNT	3,000.75	0.00	0.00	3,000.75
62	ES - ACTIVITY ACCOUNT	104.00	0.00	0.00	104.00
80	COMMUNITY SERVICE FUND	0.00	30.00	0.00	30.00
***	Fund Summary Totals ***	5,084.71	1,001,683.03	150.00	1,006,917.74

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

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
82245	FOX CITIES EMBROIDER	JPAP06	06/21/2021	RETIREMENT GIFT - SPIEGELBERG	GENERAL FUND/GENERAL SUPPLIES/BOARD OF EDUCATION	8002100085	65.00
						Totals for 82245	65.00
82247	UNITED STATES TREASU	JPAP06	06/21/2021	EXCISE TAX PAYMENT - PCOR FEE EIN# 39-1016435 /2ND QTR FORM 720	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	139.70
						Totals for 82247	139.70
82248	AED PROFESSIONALS	JPAP06	06/25/2021	FRX SMART PADS II - 1 SET	GENERAL FUND/GENERAL SUPPLIES/HEALTH	0	45.13
82248	AED PROFESSIONALS	JPAP06	06/25/2021	FRX SMART PADS II - 1 SET	GENERAL FUND/GENERAL SUPPLIES/HEALTH	0	59.82
						Totals for 82248	104.95
82249	AMAZON CAPITAL SERVI	JPAP06	06/25/2021	Book Order to Complete Common School Fund Spending	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	1012100145	161.43
82249	AMAZON CAPITAL SERVI	JPAP06	06/25/2021	Storage Solutions for Makerspace	GENERAL FUND/NON-CAPITAL EQUIPMENT/SCHOOL LIBRARY	1012100146	520.90
						Totals for 82249	682.33
82253	CASH	JPAP06	06/25/2021	REIMBURSE LWHS PETTY CASH	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	30.90
82253	CASH	JPAP06	06/25/2021	REIMBURSE LWHS PETTY CASH	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	10.28
82253	CASH	JPAP06	06/25/2021	REIMBURSE LWHS PETTY CASH	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	104.65
						Totals for 82253	145.83
82254	CITY OF MANAWA	JPAP06	06/25/2021	SPRING 2021 SOFTBALL AND BASEBALL USE OF LINDSAY PARK	GENERAL FUND/BUILDING RENTAL/FACILITY AQUISITION/REMODELIN G	0	3,000.00
						Totals for 82254	3,000.00
82257	MASTER ELECTRICAL SE	JPAP06	06/25/2021	OUTSIDE LIGHT REPAIRS AT MES	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,671.00
						Totals for 82257	1,671.00
82260	REMINGTON'S QUALITY	JPAP06	06/25/2021	SUMMER SCHOOL - KOSHOLLEK	GENERAL FUND/FOOD/UNDIFFEREN TIATED CURRICULUM	0	19.96
						Totals for 82260	19.96
82261	SCHOOL DISTRICT OF I	JPAP06	06/25/2021	SWIMMING LESSONS (32 @ \$28)	GENERAL FUND/PERSONAL SERVICES/UNDIFFERENT IATED CURRICULUM	0	896.00
						Totals for 82261	896.00
82262	SCHOOL SPECIALTY LLC	JPAP06	06/25/2021	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4002100278	19.70

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
82262	SCHOOL SPECIALTY LLC	JPAP06	06/25/2021	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4002100278	14.87
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
82262	SCHOOL SPECIALTY LLC	JPAP06	06/25/2021	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4002100268	33.09
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
82262	SCHOOL SPECIALTY LLC	JPAP06	06/25/2021	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4002100268	24.96
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
					Totals for 82262		92.62
82265	THEDACARE AT WORK	JPAP06	06/25/2021	TB QUESTIONNAIRE REVIEW - J MADER	GENERAL	0	27.00
					FUND/PERSONAL SERVICES/OTHER STAFF SERVICES		
					Totals for 82265		27.00
82267	UNITED STATES TREASU	JPAP06	06/25/2021	FORM 720 EXCISE TAX - 2018	GENERAL	0	135.60
					FUND/DISTRICT FEES / BANKING FEE/FISCAL		
					Totals for 82267		135.60
82270	FIRST STATE BANK OF	JPAP06	06/30/2021	FUND 46 TRANSFER - BUDGETED	GENERAL	0	50,000.00
					FUND/Operating Transfers to Another		
					Totals for 82270		50,000.00
82271	JOSTENS INC.	JPAP06	06/30/2021	CARRIE KOEHN GRADUATION STOLES	GENERAL	4002100018	30.00
					FUND/NON-CAPITAL EQUIPMENT/GUIDANCE		
					Totals for 82271		30.00
82272	KOBUSSEN BUSES LTD	JPAP06	06/30/2021	JUNE BUS SCHOOL YEAR TRIPS	GENERAL	0	3,090.69
					FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS		
					Totals for 82272		3,090.69
82274	REINHART FOOD SERVIC	JPAP06	06/30/2021	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	152.18
					FUND/FOOD/FOOD SERVICES		
82274	REINHART FOOD SERVIC	JPAP06	06/30/2021	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	159.15
					FUND/GENERAL SUPPLIES/OPERATION		
					Totals for 82274		311.33
82277	AUGUST WINTER & SONS	JPAP06	06/30/2021	TROUBLESHOOT COOLING UNITS AT LWHS/MANAWA MIDDLE SCHOOL	GENERAL FUND/REPAIR & MAINTENANCE	0	1,153.17
					SERVICES/BUILDINGS		
82277	AUGUST WINTER & SONS	JPAP06	06/30/2021	TROUBLESHOOT COOLING UNITS AT LWHS/MANAWA MIDDLE SCHOOL	GENERAL FUND/REPAIR & MAINTENANCE	0	869.93
					SERVICES/BUILDINGS		
					Totals for 82277		2,023.10
82278	CASH	JPAP06	06/30/2021	MES PETTY CASH	GENERAL	0	208.20



CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
					Totals for	82278	208.20
82279	CESA 6-CONFERENCE RE	JPAP06	06/30/2021	PLAY YOUR WAY INTO LITERACY - SEKA	GENERAL	0	275.00
					FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING		
82279	CESA 6-CONFERENCE RE	JPAP06	06/30/2021	Professional Development for Tori Gast	GENERAL	4002100251	25.00
					FUND/TRANSFER TO CESA/NON-INSTRUCTIONAL STAFF TRAINING		
					Totals for	82279	300.00
82280	CITY OF MANAWA	JPAP06	06/30/2021	MES WATER & SEWER	GENERAL	0	499.60
					FUND/WATER/OPERATION		
82280	CITY OF MANAWA	JPAP06	06/30/2021	MES WATER & SEWER	GENERAL	0	572.81
					FUND/SEWERAGE/OPERATION		
82280	CITY OF MANAWA	JPAP06	06/30/2021	LWHS SEWER & WATER	GENERAL	0	354.19
					FUND/WATER/OPERATION		
82280	CITY OF MANAWA	JPAP06	06/30/2021	LWHS SEWER & WATER	GENERAL	0	434.34
					FUND/SEWERAGE/OPERATION		
82280	CITY OF MANAWA	JPAP06	06/30/2021	LWHS SEWER & WATER	GENERAL	0	327.66
					FUND/SEWERAGE/OPERATION		
82280	CITY OF MANAWA	JPAP06	06/30/2021	LWHS SEWER & WATER	GENERAL	0	267.19
					FUND/WATER/OPERATION		
82280	CITY OF MANAWA	JPAP06	06/30/2021	PAES LAB WATER & SEWER	GENERAL	0	27.13
					FUND/WATER/OPERATION		
82280	CITY OF MANAWA	JPAP06	06/30/2021	PAES LAB WATER & SEWER	GENERAL	0	45.09
					FUND/SEWERAGE/OPERATION		
					Totals for	82280	2,528.01
82281	DEPARTMENT OF ADMINI	JPAP06	06/30/2021	TEACH SERVICES 1/1/21-6/30/21	GENERAL	0	1,500.00
					FUND/TRANSFER TO STATE/ADMINISTRATIVE TECHNOLOGY SERV		
					Totals for	82281	1,500.00
82282	HARDWOOD SPECIALISTS	JPAP06	06/30/2021	COMPLETION OF WORK ON THE LWHS/MANAWA MIDDLE SCHOOL GYM FLOOR	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	10,134.59
82282	HARDWOOD SPECIALISTS	JPAP06	06/30/2021	COMPLETION OF WORK ON THE LWHS/MANAWA MIDDLE SCHOOL GYM FLOOR	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	7,645.39
					Totals for	82282	17,779.98
82285	ACT	JPAP07	07/12/2021	DAN WOLFGAM ACT ASPIRE PERIODIC FEE INVOICE 15241 CUSTOMER # 33239	GENERAL	4002100280	1,180.00
					FUND/ACCOUNTS PAYABLE		
					Totals for	82285	1,180.00
82287	AT&T	JPAP07	07/12/2021	INTERNET	GENERAL	0	195.41
					FUND/ACCOUNTS PAYABLE		
					Totals for	82287	195.41
82288	CINTAS CORPORATION L	JPAP07	07/12/2021	CUSTODIAL SUPPLIES	GENERAL	0	339.09
					FUND/ACCOUNTS		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
82288	CINTAS CORPORATION L	JPAP07	07/12/2021	CUSTODIAL SUPPLIES	PAYABLE GENERAL	0	449.49
					FUND/ACCOUNTS		
82288	CINTAS CORPORATION L	JPAP07	07/12/2021	CUSTODIAL SUPPLIES	PAYABLE SPECIAL EDUCATION	0	49.11
					FUND/ACCOUNTS		
82288	CINTAS CORPORATION L	JPAP07	07/12/2021	CUSTODIAL SUPPLIES	PAYABLE GENERAL	0	855.26
					FUND/ACCOUNTS		
82288	CINTAS CORPORATION L	JPAP07	07/12/2021	CUSTODIAL SUPPLIES	PAYABLE GENERAL	0	214.74
					FUND/ACCOUNTS		
82288	CINTAS CORPORATION L	JPAP07	07/12/2021	CUSTODIAL SUPPLIES	PAYABLE GENERAL	0	83.89
					FUND/ACCOUNTS		
82288	CINTAS CORPORATION L	JPAP07	07/12/2021	CUSTODIAL SUPPLIES	PAYABLE GENERAL	0	111.20
					FUND/ACCOUNTS		
					PAYABLE		
					Totals for 82288		2,102.78
82289	GREEN BOYZ INC	JPAP07	07/12/2021	FERTILIZER/CRABGRASS/WEED CONTROL	PAYABLE GENERAL	0	290.00
					FUND/ACCOUNTS		
					PAYABLE		
					Totals for 82289		290.00
82290	INTELLICORP RECORDS,	JPAP07	07/12/2021	OUT OF STATE BACKGROUND CHECK	PAYABLE GENERAL	0	23.75
					FUND/ACCOUNTS		
					PAYABLE		
					Totals for 82290		23.75
82291	IRRIGATION SERVICES	JPAP07	07/12/2021	SERVICE TO CHECK SYSTEM	PAYABLE GENERAL	0	140.00
					FUND/ACCOUNTS		
					PAYABLE		
					Totals for 82291		140.00
82292	KOBUSSEN BUSES LTD	JPAP07	07/12/2021	SUMMER SCHOOL TRANSPORTATION	PAYABLE GENERAL	0	2,828.55
					FUND/ACCOUNTS		
					PAYABLE		
82292	KOBUSSEN BUSES LTD	JPAP07	07/12/2021	SUMMER SCHOOL TRIPS	PAYABLE GENERAL	0	1,016.93
					FUND/ACCOUNTS		
					PAYABLE		
					Totals for 82292		3,845.48
82293	MULTI MEDIA CHANNELS	JPAP07	07/12/2021	PUBLISHING	PAYABLE GENERAL	0	1,227.97
					FUND/ACCOUNTS		
					PAYABLE		
82293	MULTI MEDIA CHANNELS	JPAP07	07/12/2021	PUBLISHING	PAYABLE GENERAL	0	1,178.97
					FUND/ACCOUNTS		
					PAYABLE		
					Totals for 82293		2,406.94
82294	REINHART FOOD SERVIC	JPAP07	07/12/2021	INSTALL ELECTRIC COVECTION STEAM APPLIANCE	PAYABLE FOOD SERVICE	0	4,625.00
					FUND/ACCOUNTS		
					PAYABLE		
82294	REINHART FOOD SERVIC	JPAP07	07/12/2021	ELECTRIC CONVECTION STEAM - OVEN	PAYABLE FOOD SERVICE	0	17,210.36
					FUND/ACCOUNTS		
					PAYABLE		
82294	REINHART FOOD SERVIC	JPAP07	07/12/2021	INSTALL ELECTRIC CONVENTION STEAM APPLIANCE	PAYABLE FOOD SERVICE	0	2,345.00
					FUND/ACCOUNTS		
					PAYABLE		
					Totals for 82294		24,180.36

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
82297	THEDACARE AT WORK	JPAP07	07/12/2021	PHYSICAL - NO SHOW - J. MADER DS RAPDI 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - D. MARZOFKA	GENERAL FUND/ACCOUNTS PAYABLE	0	228.00
						Totals for 82297	228.00
82298	US CELLULAR	JPAP07	07/12/2021	US CELLULAR BILLING FOR 2020-21	GENERAL FUND/ACCOUNTS PAYABLE	8002100006	391.43
						Totals for 82298	391.43
82299	WEX BANK - GLOBAL FL	JPAP07	07/12/2021	ALL OTHER FUEL	GENERAL FUND/ACCOUNTS PAYABLE	0	433.21
						Totals for 82299	433.21
82300	WI DEPT OF JUSTICE	JPAP07	07/12/2021	BACKGROUND CHECKS - JUNE 2021 (35)	GENERAL FUND/ACCOUNTS PAYABLE	0	245.00
						Totals for 82300	245.00
82301	ACUITY	JPAP71	07/12/2021	WRITTEN PREMIUM CHARGE WORKERS COMPENSATION (TERM 7/01/21 - 07/01/2022)	GENERAL FUND/WORKER'S COMPENSATION/INSURAN CE AND JUDGEMENTS	0	54,515.00
						Totals for 82301	54,515.00
82302	AMAZON CAPITAL SERVI	JPAP71	07/12/2021	ANDREA WHITMAN CLASSROOM ITEM	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012200038	99.28
						Totals for 82302	99.28
82304	DELTA DENTAL-VISION	JPAP71	07/12/2021	JULY 21 VISION INSURANCE	GENERAL FUND/VISION EFF 090115	0	550.62
						Totals for 82304	550.62
82305	DIVERSIFIED BENEFIT	JPAP71	07/12/2021	HEALTH PLAN REIMBURSEMENT 2021-22 (55 EMPLOYEES @ \$3.25) JULY 2021 HRA ADMINISTRATIVE SERVICES	GENERAL FUND/PERSONAL SERVICES/FISCAL	0	434.50
						Totals for 82305	434.50
82306	DTAK, LLC	JPAP71	07/12/2021	WOOD CHIPS	GENERAL FUND/CONSTRUCTION SERVICES/FACILITY AQUISITION/REMODELIN G	1012200056	2,500.00
						Totals for 82306	2,500.00
82307	HEINEMANN	JPAP71	07/12/2021	TEACHER/CLASSROOM BOOKS	GENERAL FUND/INSTRUCTIONAL MEDIA/ENGLISH LANGUAGE	1012100141	16,014.60
						Totals for 82307	16,014.60
82308	JOSTENS	JPAP71	07/12/2021	MERIA WRIGHT TO ATTEND THE 2021 JOSTENS SUMMER YEARBOOK WORKSHOP AT ST NORBER COLLEGE ON 8/2/21	GENERAL FUND/PERSONAL SERVICES/YEARBOOK FEE	0	75.00
						Totals for 82308	75.00
82309	KOMPAS CARE	JPAP71	07/12/2021	KOMPAS CARE SOFTWARE & SERVICES 2021/2022 SCHOOL YEAR	GENERAL FUND/PERSONAL SERVICES/FISCAL	0	2,015.00
						Totals for 82309	2,015.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
82311	NASSP - NATIONAL HON	JPAP71	07/12/2021	DAN WOLFGRAM NHS MEMBERSHIP 7/1/21 - 6/30/22 ORDER # 9001452731	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	2002200004	385.00
						Totals for 82311	385.00
82312	SKYWARD, INC	JPAP71	07/12/2021	ANNUAL LICENSE FEES 7/1/21 - 6/30/22	GENERAL FUND/TECH/SOFTWARE SERVIC/CENTRAL SERVICES	0	36,796.00
						Totals for 82312	36,796.00
82313	SOLARUS	JPAP71	07/12/2021	PAES LAB PHONE	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	0	148.43
82313	SOLARUS	JPAP71	07/12/2021	DISTRICT OFFICE PHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	374.74
82313	SOLARUS	JPAP71	07/12/2021	LWHS/MMS PHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	474.31
82313	SOLARUS	JPAP71	07/12/2021	LWHS/MMS PHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	357.81
82313	SOLARUS	JPAP71	07/12/2021	MES PHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	757.01
						Totals for 82313	2,112.30
82314	STANDARD INSURANCE C	JPAP71	07/12/2021	LIFE/STD & LTD PREMIUMS - JULY 2021	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,075.40
82314	STANDARD INSURANCE C	JPAP71	07/12/2021	LIFE/STD & LTD PREMIUMS - JULY 2021	GENERAL FUND/LTD INS PAYABLE	0	812.08
82314	STANDARD INSURANCE C	JPAP71	07/12/2021	LIFE/STD & LTD PREMIUMS - JULY 2021	GENERAL FUND/STD INS PAYABLE	0	185.89
						Totals for 82314	2,073.37
82315	STUDENT ASSURANCE SE	JPAP71	07/12/2021	ALL PUPIL COVERAGE (599 X \$3.25)	GENERAL FUND/DISTRICT STUDENT INSURANCE/INSURANCE AND JUDGEMENTS	0	1,946.75
						Totals for 82315	1,946.75
82316	WISCONSIN ASSOC OF S	JPAP71	07/12/2021	THE FOCUS FEE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOARD MEMBERS	8002200002	240.00
						Totals for 82316	240.00
82319	WISCNET	JPAP71	07/12/2021	WISCNET ANNUAL MEMBERSHIP FEE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/ADMINISTRATIVE TECHNOLOGY SERV	0	1,500.00
						Totals for 82319	1,500.00
202000275	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,001.65
202000275	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	SPECIAL EDUCATION	0	1,421.78

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/WI RETIREMENT FUND		
202000275	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	FOOD SERVICE	0	319.65
					FUND/WI RETIREMENT FUND		
202000275	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,001.65
202000275	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	SPECIAL EDUCATION	0	1,421.78
					FUND/WI RETIREMENT FUND		
202000275	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	FOOD SERVICE	0	319.65
					FUND/WI RETIREMENT FUND		
					Totals for 202000275		21,486.16
202000288	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,966.22
202000288	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	SPECIAL EDUCATION	0	1,425.11
					FUND/WI RETIREMENT FUND		
202000288	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	FOOD SERVICE	0	317.60
					FUND/WI RETIREMENT FUND		
202000288	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,966.22
202000288	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	SPECIAL EDUCATION	0	1,425.11
					FUND/WI RETIREMENT FUND		
202000288	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	FOOD SERVICE	0	317.60
					FUND/WI RETIREMENT FUND		
					Totals for 202000288		21,417.86
202000294	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	19.29
202000294	WISCONSIN RETIREMENT	R9	06/30/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	19.29
					Totals for 202000294		38.58
202000304	EMPLOYEE BENEFITS CO	JPWI06	06/30/2021	EBC HRA - MINIMUM FEE & BESTFLEX PLAN ADMIN FEE	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	126.50
					Totals for 202000304		126.50
202000305	EMPLOYEE BENEFITS CO	JPWI06	06/17/2021	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY20-21	0	1,638.24
					Totals for 202000305		1,638.24
202000306	DELTA DENTAL OF WISC	JPWI06	06/16/2021	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	3,813.60
					Totals for 202000306		3,813.60
202000308	DELTA DENTAL OF WISC	JPWI06	06/23/2021	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,079.20
					Totals for 202000308		1,079.20
202000309	EMPLOYEE BENEFITS CO	JPWI06	06/24/2021	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY20-21	0	289.24
					Totals for 202000309		289.24
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	GENERAL FUND/FICA	0	10,877.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,057.98
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	314.64
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	269.78
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,543.90
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	247.43
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.58
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	63.10
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	642.00
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	41.24
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	27.50
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	14,904.91
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,115.27
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	148.97
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	424.92
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,543.90
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	247.43
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.58
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	63.10
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	10,877.50
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	SPECIAL EDUCATION	0	1,057.98

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	314.64
202000310	INTERNAL REVENUE SER	P9	06/30/2021	Payroll accrual	FUND/FICA (SOCIAL SECURITY) COMMUNITY SERVICE	0	269.78
					Totals for 202000310		48,200.63
202000311	MASSMUTUAL FINANCIAL	P9	06/30/2021	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202000311		50.00
202000312	WEA TAX SHELTERED AN	P9	06/30/2021	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202000312	WEA TAX SHELTERED AN	P9	06/30/2021	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	500.00
					Totals for 202000312		600.00
202000313	WISCONSIN DEPT OF RE	P9	06/30/2021	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	80.00
202000313	WISCONSIN DEPT OF RE	P9	06/30/2021	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202000313	WISCONSIN DEPT OF RE	P9	06/30/2021	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	8,340.07
202000313	WISCONSIN DEPT OF RE	P9	06/30/2021	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	676.30
202000313	WISCONSIN DEPT OF RE	P9	06/30/2021	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	126.58
202000313	WISCONSIN DEPT OF RE	P9	06/30/2021	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	239.98
					Totals for 202000313		9,467.93
202000315	WEA MEMBER BENEFIT T	P9	06/30/2021	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
					Totals for 202000315		40.00
202000316	DELTA DENTAL OF WISC	JPWI06	06/30/2021	DENTAL CLAIMS & DENTAL ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	607.41
					Totals for 202000316		607.41
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	GENERAL FUND/FOOD/BOARD MEMBERS	0	25.49
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	300.61
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/GIRLS SOFTBALL	0	13.99
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOCAL MUSIC	0	-100.00
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	GENERAL FUND/PUPIL LODGING &	0	37.85

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	MEALS/COED GOLF GENERAL FUND/PUPIL LODGING &	0	7.00
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	MEALS/COED GOLF GENERAL FUND/PUPIL LODGING &	0	6.00
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	MEALS/COED GOLF GENERAL FUND/PUPIL LODGING &	0	23.99
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	MEALS/COED GOLF GENERAL FUND/PUPIL LODGING &	0	166.70
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	MEALS/COED GOLF GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	100.00
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	GENERAL FUND/PERSONAL SERVICES/COMMUNITY RELATIONS	0	139.73
202000317	BMO MASTERCARD	COCCJU	06/20/2021	Credit Card Payment AP Invoice.	GENERAL FUND/GENERAL SUPPLIES/COMMUNITY RELATIONS	0	352.00
					Totals for 202000317		1,073.36
202100003	EMPLOYEE BENEFITS CO	JPWI07	07/01/2021	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY20-21	0	1,919.62
					Totals for 202100003		1,919.62
202100233	SITTER, KATHRYN	JPAP06	06/25/2021	SUPPLIES - SUMMER SCHOOL	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	95.77
					Totals for 202100233		95.77
202100234	TASSONE, MELISSA	JPAP06	06/25/2021	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	75.68
					Totals for 202100234		75.68
202100237	SITTER, KATHRYN	JPAP06	06/30/2021	SUPPLIES - SUMMER SCHOOL	GENERAL FUND/FOOD/UNDIFFEREN TIATED CURRICULUM	0	171.33
					Totals for 202100237		171.33
202100238	JOHNSON, CASEY	JPAP06	06/30/2021	SUMMER SCHOOL SUPPLIES - OUTDOOR EXPLORATIONS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	139.38
202100238	JOHNSON, CASEY	JPAP06	06/30/2021	SUMMER SCHOOL SUPPLIES - SCIENCE/OUTDOOR EXPLORATION	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	137.11
					Totals for 202100238		276.49
					Totals for checks		354,138.68



FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	110,905.79	0.00	204,713.20	315,618.99
27	SPECIAL EDUCATION FUND	10,191.52	0.00	148.43	10,339.95
50	FOOD SERVICE FUND	26,537.75	0.00	311.33	26,849.08
80	COMMUNITY SERVICE FUND	1,330.66	0.00	0.00	1,330.66
***	Fund Summary Totals ***	148,965.72	0.00	205,172.96	354,138.68

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

CREDIT CARD STATEMENT - June			WUFAR Code						
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	Description
<b>Dan Wolfgram</b>									
5/25/2021	TEAMSNAP	\$13.99	10	E	400	940	162103	000	AUSTIN ROHAN - SOFTBALL SUBSCRIPTION
6/10/2021	MENARDS	\$300.61	10	E	400	411	253000	000	ART PETHKE - HS BUILDING & GROUNDS
		<b>TOTAL</b>							
		<b>\$314.60</b>							
<b>LWHS</b>									
6/13/2021	TRAPPERS TURN GOLF CLUB, WI DELLS	\$100.00	10	E	400	940	162004	000	STATE GOLF
6/15/2021	KALAHARI RESTAURANT	\$6.00	10	E	400	345	162004	000	STATE GOLF
6/15/2021	CULVERS	\$23.99	10	E	400	345	162004	000	STATE GOLF
6/15/2021	CHRISTMAS MTN VILLAGE	\$166.70	10	E	400	345	162004	000	STATE GOLF
6/16/2021	TRAPPERS TURN GOLF CLUB, WI DELLS	\$7.00	10	E	400	345	162004	000	STATE GOLF
6/17/2021	THE KEG & THE PAT	\$37.85	10	E	400	345	162004	000	STATE GOLF
		<b>TOTAL</b>							
		<b>\$341.54</b>							
<b>Melanie Oppor</b>									
6/7/2021	WalMart	\$25.49	10	E	800	415	231100	0	Food for BOE retreat
		<b>TOTAL</b>							
		<b>\$25.49</b>							
<b>Danni Brauer</b>									
6/14/21	Dollar Tree, Inc.	\$352.00	10	E	800	411	232200	0	Books for birthday mailings
		<b>TOTAL</b>							
		<b>\$352.00</b>							
<b>MES</b>									
6/1/21	C&B Rent-All Inc.	\$135.00	10	E	101	310	232200	0	Bounce House for 4K Celebration
		<b>TOTAL</b>							
		<b>\$135.00</b>							

# A. STURM & SONS FOUNDATION, INC.

P. O. Box 954  
Manawa, Wisconsin 54949

June 26, 2021

Manawa FFA  
Attn: Sandra Cordes  
515 E. Fourth Street  
Manawa, WI 54949

Dear Ms Cordes:

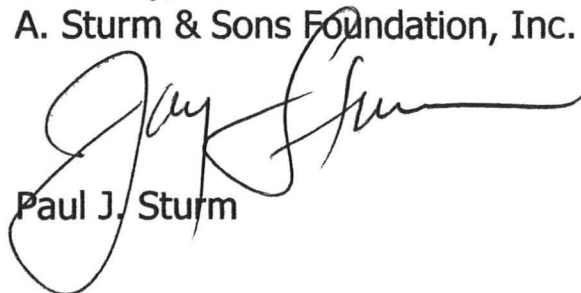
I am please to enclose a \$3,000 donation this year for the benefit of the youth enrolled in the Manawa FFA Chapter. You may apply this donation as you determine necessary for the Chapter's benefit.

It is the intent of our Foundation that our gift should not be considered by the administration, or the board of education of the school district, to reduce or replace annual budgetary items in the curriculum(s) within your oversight, but only considered as an enhancement for the benefit of the FFA Chapter.

for board  
approval

PJS:ps  
Enclosure

Sincerely,  
A. Sturm & Sons Foundation, Inc.

  
Paul J. Sturm

# A. STURM & SONS FOUNDATION, INC.

P. O. Box 954  
Manawa, Wisconsin 54949

Donation

June 26, 2021

Dr. Melanie Oppor  
District Administrator  
Manawa School District  
515 E. Fourth Street  
Manawa, Wisconsin 54949


Dear Melanie:

The A. Sturm & Sons Foundation, Inc. is pleased to be able to donate \$3,000 to the "Fine Arts" programs in the Manawa School District.

Please use this gift to *enhance* the Fine Arts areas of band, chorus, drama, forensics, arts, or libraries in any of the district's schools.

It is the *sincerest* intent of the Foundation that our gift should *not* be considered by the administration, or the board of education of the school district, to *reduce or replace* annual budgetary items in the foregoing areas of Fine Arts.

Sincerely,  
A. Sturm & Sons Foundation, Inc..



Paul J. Sturm

PJS:ps  
Enclosure



# School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: 7/12/21  
Re: Update

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## MES

- New woodchips have been delivered. These woodchips will be spread after the new swings are installed. We are waiting for Faulks to remove the old swings and prepare the area for the new swings to be installed.
- On July 13th and 14th, I will be attending a Train the Trainer for ALICE. ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate and is an Active Shooter Preparedness Solution. There are 4 trainers already in the District. I will be using the training in August for our District trainings.
- Summer professional development has begun the week of 7/12/21. Interactive Read Aloud, ALICE, and CPR/First Aide are the first trainings scheduled. The week of July 19th, Kindergarten through 5th-grade teachers will have their second training for Illustrative Math. This training will include time to prepare the first unit.
- The MES Makerspace is taking shape. Mrs. Krueger has been working hard to organize the space and make it usable for Library classes and for teachers to use materials and projects during Wolftime or core curriculum units. A makerspace is a collaborative workspace for making, learning, exploring, and sharing that uses high-tech to no tech tools. Students complete challenges or solve problems of their own choosing. We can't wait for the space to really take shape.
- Registrations packets are in the mail. Parents will be signing their children up for school pictures using Signup Genius. A letter explaining the sign-up was included in the packet and a Skylert will be sent out with links to complete the sign-up. Picture retake day is scheduled for September 17th.

## Special Education

- The 2021-22 school year is the year that the School District of Manawa must perform Reading Drives Achievement: Procedural Compliance Self-Assessment (RDA: PCSA). This is a process that every public school district in Wisconsin performs every 5 years. We already passed the first 2 indicators (timely evaluations and parent surveys) and I am trained to review evaluation and IEP paperwork.
  - A review of paperwork will happen this summer (after July 1) when DPI gives us our random sample. -- This is the step we are in the process at this time.

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### Manawa Elementary

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### ManawaSchools.org



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## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

- The Special Education Department will meet prior to school starting to go through the needed corrections and go over trends that were found. When school starts staff will begin to make any needed corrections to compliance statements (see attachment for compliance statement and corrections).
- During a 2 week period during September/October, I will be doing the required assessment of the implementation of IEPs. This will involve the review of services in a small sample of IEPs (sample is randomly selected by DPI) then finding evidence of the implementation of services during the 2 week period. The Department will meet again to go over any corrections that need to be made.
- Corrections will be made and submitted to DPI by November 1, 2021.
- In May, DPI will verify that the District continues to follow the corrected actions and will meet with me to close out the process.

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## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Melanie Oppor, Manawa Board of Education  
Fr: Dan Wolfgram, Principal Little Wolf HS, Manawa Middle School  
Date: 7/13/2021  
Re: Staff and Program Highlights - July 2021

---

### **Manawa State Track and Field:**

Little Wolf High School took 4 events to the WIAA state track and field meet held at UW-Lacrosse on Thursday, June 24th. Lexi Hedtke qualified in the high jump and finished in 13th place. Aspen Linjer finished her tremendous career with a 2nd place result in the 100-meter dash. Aspen earned her 5th state medal as a Manawa Wolf despite missing a year of competition. The boy's 4 x 200-meter relay team was also able to reach the podium at the state meet by finishing in 2nd place. This young team consisting of Justin Buschke, Grant Bristol, Conner Scheid, and Tanner Nienhaus set the school record this year and is made up of two sophomores and two juniors. The boys also got together for the 4x100 meter relay with a team consisting of Buschke, Scheid, Nick Gorman, and Nienhaus to finish in 12th place.

We are extremely proud of all of our kids who finished up a challenging but very rewarding track and field season. The boys won their second straight conference championship in the CWC-Large and the girls took home a WIAA Regional championship for the first time in a long time. Coach Collins stated, "Thank you so much to the board of education and our staff and administration for their continued support of our student-athletes."



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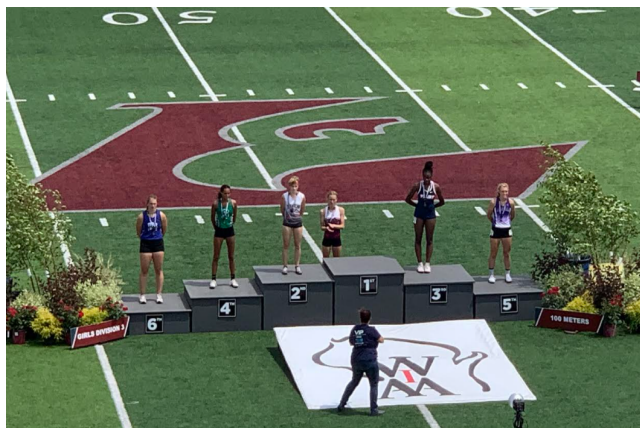


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## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*



### **ALICE Training:**

Principal Wolfgram and Ms. Eck completed their first round of in-person staff training for ALICE on Tuesday, July 13. Three other sessions will be offered for the entire staff to complete by the end of the summer. Other trainers include Dr. Oppor, Danni Brauer, and Corrie Ziemer.

**ALICE** stands for: A – Alert; L – Lockdown; I – Inform; C – Counter; E – Evacuate

Per the ALICE training guide, “There is a new standard-of-care which emphasizes the need for pro-active, options-based, strategies. The federal and state government recommendations, as well as, major law enforcement associations support these strategies. ALICE Training is the model upon which these official recommendations were built.

### **Registration Packets:**

Registration packets are in the mail! Parents will be signing their children up for school pictures using Signup Genius. This is a new program allowing for flexibility and individual appointments. A letter explaining the sign-up was included in the packet and a Skylert will be sent out with links to complete the sign-up. Picture retake day is scheduled for September 17th.

### **Summer Cleaning:**

Custodial staff is hard at work attending to the cleaning of learning spaces and making small repairs as needed. This year the SDM is utilizing the assistance of two high school students to assist in the process. While the overall footprint of the school has increased, the amount of square footage to be waxed has been reduced due to polished concrete surfaces.

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## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

### FFA Kudos!

Congratulations to Mrs. Cordes and the Manawa Chapter of FFA for their recent accomplishments and recognition at the FFA State Convention in Madison.



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**Students choosing to excel; realizing their strengths.**

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 7/9/2021  
**Re:** Business Office Monthly Update - July

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Hiring is occurring fast and furiously. For me, this means participating in interview teams. After a selection is made, I get contracts typed and ready for signatures. Once a newly hired employee is approved by the BOE, Mrs. Flynn arranges for them to come in to meet with the District Office personnel to set up payroll and receive all of the district information. My part is to go over the benefit package with them and answer any lingering employment questions.

Speaking of hiring, the business office staff formally documented the hiring procedure. This was a big task that has been on my "to do list" for a long time. This is to hopefully streamline the process and delineate tasks so that none are forgotten. Onboarding employees takes a significant amount of time and many different people need to work together to make sure that a new hire is properly entered into our system.

Dr. Oppor and I updated the Salary & Stipend Guide this month. This guide had not been updated in several years and needed a good overhaul. This was taken to Finance and reviewed this past month. Upon approval by the full BOE, the marked-up version will be replaced by a clean version with all the approved changes and posted to the District website.

I had a vendor come to look at the terrazzo floors at the middle/high school. I am getting a quote for a company to strip and put a stone sealant on the floors in the hallways. A rep from 3M showed Mr. Pethke, Mrs. Wilson, Mr. Wolfgram, and me what the floors could look like and it was pretty amazing. Now I'm working on finding out how much that would cost.

I am currently working on setting up a contract with a new facilities service company. For the past years, we have used Cintas to provide dust mops and mats to the SDM. After comparing costs, I believe UniFirst can provide the same services at a cost savings. This transition will occur in the next few weeks.

Mrs. Prey and I continue to work hard at closing the 2020-21 school year and the 2021-22 school year is off to a fabulous start!

# Technology Board Report

July 14, 2021



## Network and Server Infrastructure Review

Completing network assessment and developing a plan of action to address issues.

## Skyward

Working with Skyward to determine the feasibility of student online enrollment.

## Firewall Replacement

Working with Wisnet to upgrade the school firewall at the end of July.

## Student Device Replacement

Cleaning and refreshing Chromebooks for the students return in the fall.

Developing a system for check-in and check-out.

## Relationship Building

Creating time slots to be visible at each building daily.

Checking in with key employees to make sure everything is working.

Meeting with vendors/contractors regarding ongoing projects.

Minutes of a July 13, 2021 School District of Manawa Curriculum Committee Meeting

The meeting began at 6:00 p.m. at Manawa Elementary Board Room.

Board Committee Members: Hollman (C), Jepson, J. Johnson

In Attendance: Hollman, Jepson, J. Johnson, Dr. Oppor, Mr. Wolfram, Mrs. Sernau, Ms. Brauer, Ms. Johnson

Timer/Recorder: J. Johnson

1. Consider Endorsement of MES Student Handbook as Presented. Motion by Jepson / J. Johnson to Endorse the MES Student Handbook to the full board as Revised. Motion carried.
2. Consider Endorsement of MMS Student-Parent Handbook as Presented. Motion by Jepson / J. Johnson to Endorse the MMS Student-Parent Handbook to the full board as Revised. Motion carried.
3. Consider Endorsement of LWHS Student-Parent Handbook as Presented. Motion by Jepson / J. Johnson to Endorse the LWHS Student-Parent Handbook to the full board as Revised. Motion carried.
4. Consider Endorsement of 504 Handbook as Revised. Motion by Jepson / J. Johnson to Endorse the 504 Handbook to the full board as Revised. Motion carried.
5. Consider Endorsement of Title I Schoolwide Plan as Presented. Motion by Jepson / J. Johnson to Endorse the Title I Schoolwide Plan to the full board as Revised. Motion carried.
6. Consider Endorsement of Response to Intervention (RtI) Plan as Presented. Motion by J. Johnson/Jepson to Endorse the Response to Intervention (RtI) Plan to the full board as Revised. Motion carried.
7. Consider Annual Endorsement of Student Academic Standards. Motion by Jepson/ J. Johnson to Annual Endorse the Student Academic Standards to the full board as Presented. Motion carried.



8. Curriculum Committee Planning Guide (Information / Action): Informational
9. Next Meeting Date: July 27, 2021 6:00 p.m.
10. Next Meeting Items:
  - a. Updated Curriculum Writing Process
  - b.
11. Motion by J. Johnson / Jepson to adjourn at 8:01 p.m.

Minutes of a July 7, 2021 School District of Manawa Finance Committee Meeting

The meeting was called to order at 6:02 p.m. in the MES Board Room.

Board Committee Members: Pethke (C), J. Johnson, R. Johnson

In Attendance: Pethke, J. Johnson, R. Johnson, Mrs. O'Brien, Mr. Martofka, Dr. Oppor

Timer/Recorder: J. Johnson

1. Consider Endorsement of Food Service Prime Vendor as Presented. Motion by J. Johnson / R. Johnson to recommend Endorsement of Reinhardt Food Service Prime Vendor as Presented. Motion Carried.
2. Consider Endorsement of Food Service Bread Vendor as Presented. Motion by R. Johnson / J. Johnson to recommend Endorsement of Food Service Bread Vendor as Presented. Motion carried.
3. Consider Endorsement of Food Service Dairy Vendor as Presented. Motion by J. Johnson / R. Johnson to recommend Endorsement of Food Service Dairy Vendor as Presented. Motion carried.
4. Fund 46 Transfer - Informational
5. Fee Breakdown Enclosures in Registration Packet - Informational
6. 2021-22 Budget Update and K-12 State Funding - Informational
7. Debt Payments for 2021-22 School Year - Informational
8. Monthly Financial Summary - May 2021- Informational
9. Consider Endorsement of Sick-day Pay-out for All Staff as Presented. Motion by J. Johnson / R. Johnson to recommend Endorsement of Sick-day Pay-out for All Staff as Presented. Motion carried.
10. Consider Endorsement of Salary & Stipend Guide as Presented. Motion by J. Johnson / R. Johnson to recommend Endorsement of Salary & Stipend Guide as Presented. Motion carried.
11. Finance Committee Planning Guide (Information / Action)
12. Next Finance Committee Meeting Date: September 7, 2021 6:00 p.m.
13. Next Finance Committee Items
14. Motion by J. Johnson/R. Johnson to adjourn the meeting at 7:36 p.m. Motion carried.

Minutes of a June 22, 2021 School District of Manawa  
Buildings and Grounds Committee Meeting

The meeting began at 4:30 p.m. - ES Board Room, 800 Beech Street

Board Committee Members: R. Johnson (C), Griffin, Hollman

In Attendance: R. Johnson, Griffin, Hollman, Mr. Wolfram, Matt McGregor, and Dr. Oppor

Timer/Recorder: Hollman

1. Review curb replacement budget for MMS/LWHS (subset of referendum paving project) - Matt McGregor, Hoffman. Moved by Hollman / Griffin to recommend Mr. McGregor decide what curb will be replaced and what stays to the full board. Motion carried.
2. Update on MS/HS paving project - Matt McGregor. Moved by Griffin / Hollman to recommend arrows and signs on pavement for traffic flow as presented by Mr. McGregor to the full board. Motion carried.
3. Consider building a new climate controlled storage building for the MS/HS property - Informational
  - a. Inventory of items to be stored - Dan Wolfgram
  - b. Technology Ed. student involvement
  - c. Location
  - d. Future planning - Sample of building type from Matt McGregor  
[https://www.bigbuildingsdirect.com/product/maverick-metal-garage-kit-20x30x10/?gclid=Cj0KCCQjwnueFBhChARIsAPu3YkQBOy9Fa5qCXCgD6EaUEXb-kiLoyPEiKTQaV0eK5aSA4s1MzMSR7eEaAmUDEALw\\_wcB](https://www.bigbuildingsdirect.com/product/maverick-metal-garage-kit-20x30x10/?gclid=Cj0KCCQjwnueFBhChARIsAPu3YkQBOy9Fa5qCXCgD6EaUEXb-kiLoyPEiKTQaV0eK5aSA4s1MzMSR7eEaAmUDEALw_wcB)
  - e. Other
4. Discuss Manawa Athletic Booster Club interest in fundraising for future projects - Informational
  - a. Electronic scoreboards for gyms (replacement)
  - b. Rubberized track (replacement) - Surveyed CWC and Waupaca County Schools.
    - i. New London - <https://afstrack.com/>
      1. Original track and infield built in 2009.
      2. Asphalt build with eight layers rubberized seal flex 8.
      3. Track life expectancy 20 years.
      4. Added two layers of rubberized granular latex and restriped track surfaces summer of 2020.
      5. Anticipate to add additional two layers of granular latex and restripe in 6-10 years.
      6. Satisfied thus far.
    - ii. Tri-County

1. American Systems of Suamico
2. 3 coats of rubberizing and new stripes 2 years ago cost \$60,000.
3. Not satisfied - Company resprayed the top coat with latex finish to prevent new rubberized pellets from rubbing loose and clinging to shoes.
4. Original company's work lasted 14 years; highly recommended Athletic Field Services, Inc. (AFS) from Genesee Depot, WI

c. Other

5. Consider finding a new bleacher inspection company - Informational
6. Otis Elevator & Won-Door Fire Guard Door Inspections - Informational
7. Discuss Future Project Ideas - Informational - Dr. Oppor will check into this.
  - a. ATV - For use in caring for upper fields and baseball/softball fields.
  - b. Other
8. Consider sale of unused property - Informational - IT Director will post on Marketplace
  - a. 2 plow blades for pick-up trucks
9. Buildings & Grounds Committee Planning Guide (Information)
10. Set Next Meeting Date: July 27, 2021 4:30 p.m.
11. Next Meeting Items:
  - a. School Forest - Gretchen Marshall  
WI School Forest Education Specialist  
LEAF: Wisconsin's K-12 Forestry Education Program
  - b. Update on Hosted Solar Project
  - c.
12. Moved by Griffin / Hollman to adjourn at 6:13 p.m.



**Minutes of a July 6, 2021 School District of Manawa  
Policy & Human Resources Committee Meeting**

The meeting began at 6:00 p.m. in the MES Board Room.

Board Committee Members: J. Johnson (C), Pethke, Reiersen

In Attendance: J. Johnson, Reiersen, Pethke, Hollman, Dr. Melanie Oppor, Mr. Wolfgram. R. Johnson joined virtually at 6:51 p.m.

Timer / Recorder: Pethke

1. Overview of MacNeil Environmental Safety Assessment Services - Kelly Marinoff - Informational. Twice a year they go through MES and LWHS environmental safety inspections and make recommendations to Administration. Kelly provided OSHA regulations as well DHS regulations. Dr. Oppor reviewed the district processes as well. Mrs. Reiersen offered to be part of the safety planning working with Administration to bring back to this committee in September.
2. Consider Endorsement of Changing From a COVID-19 14-day Quarantine to a 10-day Quarantine Without Testing and/or a 7-day Quarantine with a Negative PCR Test on Day 5 or After. [CDC Options to Reduce Quarantine](#) - Informational - The committee did not change from Covid-19 14-day quarantine. This would be revised when the school year starts.
3. Consider Endorsement of Revised Professional Educator Handbook as Presented. Motion by Reiersen / Pethke to recommend the revised Professional Educator Handbook to the full board. Motion carried
4. Consider Endorsement of Paid Time Off for Personal Business Stipulations - Professional Educator Handbook as Presented. Motion by Reiersen / Pethke to Table Paid Time Off for Personal Business Stipulations. Motion carried.
5. Consider Endorsement of Revised Coaches Handbook as Presented. Motion by Reiersen / Pethke to endorse revised Coaches Handbook to the full board as Presented. Motion carried.
6. Consider Endorsement of Custodial/Food Service Position as Presented. Motion by Reiersen / J. Johnson to Endorse the Custodial/Food Service Position to the full board as Presented. Motion carried. Pethke abstained.
7. Consider Endorsement of Custodial/Food Service Job Description as Presented. Motion by Reiersen / J. Johnson to Endorse the Custodial/Food Service Job Description to the full board as Presented. Motion carried. Pethke abstained.

8. Consider Endorsement of Legal Counsel Advice on In-person Meetings and Ending the Recording of Meetings as Pandemic Emergency Ends as Presented. Motion by Pethke / Reiersen to Endorse the Legal Counsel Advice on In-person Meetings and Ending the Recording of Meetings as Pandemic Emergency Ends as Presented. Motion carried.
9. Policy & Human Resources Committee Planning Guide (Information)
10. Set Next Meeting Date: August 3, 2021 6:00 p.m. \_\_\_\_\_
11. Next Meeting Items:
  - a.
  - b.
12. Motion by Pethke / Reiersen to Adjourn at 8:01 p.m.



Book	Policy Manual
Section	0000 Bylaws
Title	Copy of PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
Status	Second Reading
Adopted	April 25, 2016
Last Revised	November 16, 2020

#### 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 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.
  - 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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Last Modified by Melanie Oppor on July 14, 2021



Book	Policy Manual
Section	5000 Students
Title	Copy of PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	Second Reading
Adopted	June 20, 2016

#### 5410 - **PROMOTION, PLACEMENT, AND RETENTION**

The promotion of students in five-(5)-year-old kindergarten through grade eight (8) is based upon the student's academic achievement and development. The educational program shall provide for the continuous progress of students from grade to grade, with students generally spending one (1) year in each grade. On occasion, a student may need additional time in order to benefit fully from the instructional program. For such a student, retention may be helpful.

In order to be promoted to the next grade, from 1st through 8th grades, a student must achieve one (1) of the following:

- A. Academic Performance: Students must earn an "3S" in grades one (1) ~~through and five (5) two (2)~~ or a "D" or better in grades ~~six (6) three (3)~~ through eight (8) ~~passing grade in literacy and numeracy the core subject areas (language arts, math, reading, science, and social studies)~~. Five (5) year old kindergarten, fourth and eighth-grade students are subject to additional criteria as required by law or defined by Board policy on the promotion of students at these grade levels.
- B. Other Academic Criteria: A student must demonstrate satisfactory progress in meeting the goals/objectives of an at-risk plan/intervention plan, an individualized education program (IEP), a 504 accommodation plan, ~~an at-risk plan~~, and/or a plan developed to meet the needs of an English language learner.

If none of the above criteria are met, grade level retention of the student shall be considered. The process of making retention decisions shall involve early parent/guardian notification and collaboration among teachers, parents/guardians, counselors, and the principal. Retention has a significant impact upon a student and shall be recommended only after serious deliberation, using established District guidelines.

A student recommended for retention may have the opportunity to be promoted to the next grade upon the successful completion of an approved remediation plan that addresses the failed subject area(s) including, but not limited to, summer school program or correspondence course(s).

The building principals shall be responsible for the general supervision and management of the promotion of students and shall determine whether a student has satisfied the criteria in this policy and other Board policies applicable to the promotion of students. The building principals shall develop practices and timelines to inform parents/guardians and students of the requirements of promotion policies and to keep parents/guardians informed of their child's academic progress.

Decisions on promotion or retention shall be made prior to the end of the school year whenever possible, and at the latest prior to the commencement of the next school year. Parents/guardians may appeal promotion or retention decisions in accordance with District procedures.

The District Administrator shall review and recommend policies and guidelines that help District schools prepare students to satisfy the promotion criteria.

#### **Promotion from Grade 4 and Grade 8**

The Board directs the District Administrator to prepare a list of specific criteria for promoting students from the 4th and 8th grades. The criteria shall include the student's score on the 4th and 8th-grade examination unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers, which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.

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Statute 118.33 (6a)

Last Modified by Melanie Oppor on July 14, 2021



Book	Policy Manual
Section	5000 Students
Title	PROMOTION, TRANSFER, AND RETENTION
Code	ag5410 - NEW
Status	Second Reading

#### 5410 - **PROMOTION, TRANSFER, AND RETENTION**

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

#### **DEFINITIONS**

##### **A. Promotion:**

Occurs when a student has met the grade-level criteria as described in detail below.

##### **B. Transfer:**

Occurs when a student has not met the grade-level criteria as described in detail below. However, the Building Consultation Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

##### **C. Retention:**

Occurs when a student has not met the grade-level criteria as described in detail below based on the recommendation of the Building Consultation Team with the concurrence of the building administrator.

##### **D. Building Consultation Team:**

A Building Consultation Team is to be appointed by the principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team may include:

1. classroom teachers,
2. counselors and other support staff,
3. building principal or assistant principal,
4. parents.

Final decisions on student promotion, transfer, or retention rest with the building principal. To implement Board policy, the following guidelines are to be utilized:

**4KPS**

Criteria:

When the Building Consultation Team is convened, the following criteria shall be considered:

- A. Current level of achievement
- B. Potential for success at the next level
- C. Emotional, physical, social maturity
- D. Attendance

### **Grades K-8 Level**

Criteria:

To be promoted all students in grades 3-8 must demonstrate adequate progress in reading and mathematics. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "3" or higher in grades 3-5 or "D" or better in grades 6-8. If adequate progress is not evident based on the report card scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.

The multiple measures to consider may include, but are not limited to:

- A. Wisconsin School Assessment System Examination scores
- B. Response to Intervention/Instruction documentation
- C. Local assessments
- D. Teacher recommendations
- E. Demonstrate adequate progress toward attainment of annual goals specified in the At-Risk/Intervention Plan, Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student

### **High School Level**

Student placement criteria are as follows:

- A. 1st year of high school attendance or the equivalent are placed in 9th grade
- B. 2nd year of high school attendance or the equivalent are placed in 10th grade
- C. 3rd year of high school attendance or the equivalent are placed in 11th grade
- D. 4th year of high school attendance or the equivalent are placed in 12th grade

### **Remediation Opportunities**

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students (with the support of their parents) can take full advantage of Response to Intervention/Instruction (RtI) time, ~~BRAVE after school tutoring~~, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion.

### **Appeal Process**

Parents of students recommended for retention may appeal to the District Administrator~~Superintendent~~ or designee. Such appeals should be filed in writing no later than five (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The District Administrator~~Superintendent~~ or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.



~~Revised 4/18/11~~  
~~Revised 2/20/12~~  
~~Revised 3/19/12~~

Last Modified by Melanie Oppor on July 14, 2021

# Student Handbook

2021-22



*Students choosing to excel; realizing their strengths.*

Manawa Elementary School  
School District of Manawa  
800 Beech Street  
Manawa, WI 54949

Telephone: (920) 596-2238 – Fax: (920) 596-5339

[www.manawaschools.org](http://www.manawaschools.org)



# **Manawa Elementary Handbook**

## **2021-22**



Dear Students and Parents:

Welcome to the 2021-22 school year. I am excited to work with you and your child this year. Please read and keep this handbook as a reference for any questions that may come up throughout the year. The handbook contains all of the necessary information about the day to day operation of our school. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Ms. Danielle Brauer

- Ms. Danielle Brauer, Principal/Director of Special Education, (920) 596-2559
- Ms. LuAnne Ujazdowski, School Counselor, (920) 596-5703
- Mrs. Kris Thompson, Administrative Assistant, (920) 596-2238

Board of Education Approval:  
Student Handbook adopted July 2021

# School District of Manawa 2021-2022 Calendar



JULY '21						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Contracted Teacher Floating Wk Days  
New Curriculum Floating Wk Day

July 2 Independence Day Observed

AUGUST '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 25 New Teacher Orientation  
Aug 26, 30 Teacher In-Service  
Aug 31 All District Staff In-Service

Aug 31 Back to School Night 3:30-6:30

SEPTEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept 1 First Day of School - Full Day  
Sept 6 No School

21 student days

OCTOBER '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct 28 Half Day & P/T Conf 12:30-7:30  
Oct 29 No School

19.5 student days

NOVEMBER '21						
S	M	T	W	T	F	S
			3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov 24 Half Day

Nov 25-26 No School

19.5 student days

Nov 5 First Quarter ends (45.5 days)

DECEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec 23-31 No School

16 student days

JANUARY '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 24 No School

Jan 24 Teacher In-Service/Records Day

20 student days

Jan 21 Second Quarter ends (45.5 days)

FEBRUARY '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 3 & 10 P/T Conf 3:30 - 7:30

Feb 21 No School

Feb 21 Teacher In-Service

19 student days

MARCH '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 7-11 No School

18 student days

APRIL '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Apr 15 No School

Apr 18 No School / 1st Make-Up Day

19 student days

Apr 1 Third Quarter ends (43 days)

MAY '22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 28 Commencement

May 30 No School

21 student days

JUNE '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 1 Full Day

June 3 Last Day of School - Full Day

June 3 Teacher After School Records

4th Quarter 42 days

Wednesdays - 1 Hour Early Dismissal for Professional Development (marked in green)

176 Student Days

The first three snow days are not made up. In the event of a fourth snow day, April 18 will become a student day.

BOE Approved 4/26/2021

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed. If you have questions or would like more information about a specific issue, contact the school principal. A current version of this handbook can be found on the District webpage at: [www.manawaschools.org](http://www.manawaschools.org)

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact LuAnne Ujazdowski, Guidance Counselor or Principal Danielle Brauer. You will find their contact information on page 3 of this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after July 30, 2021 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

## **MISSION OF THE SCHOOL**

*MES is a supportive and encouraging environment where students and staff can learn and grow through a collaborative and positive approach. Staff and students will respect and listen to each other while sharing the responsibility of learning.*



## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of 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 any of its student program and activities.

This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Any person who believes that the Manawa Elementary School or any staff member has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer/Title IX Coordinator listed below:

Dan Wolfgram  
Principal (920) 596-5310  
[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)

Carmen O'Brien  
Business Manager (920) 596-5332  
[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)

If at any time during the investigation process the investigator determines that the complaint is properly defined as bullying 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.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Manawa Elementary School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all

necessary and appropriate action 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.

### **Student Anti-Harassment Policy\***

*\*Parents/guardians and students are encouraged to read the full text of the Board of Education policy governing Student Anti-Harassment (po5517) and Bullying (po5517.01) available on the District web site or by contacting the school main office.*

#### **Summary of Board of Education Student Anti-Harassment Policy (po5517)**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual 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 unlawful harassment. This policy applies to conduct occurring 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 action 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.

#### **Definitions**

- Bullying (See the bullying policy immediately following this section)
- Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:
  1. Places a student in reasonable fear of harm to his/her person or damage to his/ her property;
  2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  3. Has the effect of substantially disrupting the orderly operation of a school.
- Sexual Harassment: Unwelcome sexual advances, requests of sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Important...parent/guardians and students are encouraged to read the entire Board of Education policy with corresponding examples.
- Other forms of harassment such as race/color, religion, national origin, and disability are defined in the full text of the Board of Education policy.

#### **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a school staff member (teacher, counselor, or principal, for example) so the conduct can be addressed before it becomes severe, pervasive, or persistent. The District will investigate as described below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that is false.

The reporting procedures are as follows:

1. Any student, parent/guardian of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or

district compliance officer.

2. The reporting party shall be encouraged to use a report form (See Addendum A) available in each school main office, but oral reports shall be considered complaints as well.

3. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal will designate one male and one female staff person (designated as Complaint Coordinators) to receive reports of harassment prohibited by this policy.

### **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligation under state and federal law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 and the ages and maturity levels of the students.

### **Retaliation**

Any act of retaliation 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 is prohibited.

**SCHOOL DISTRICT OF MANAWA HARASSMENT COMPLAINT FORM** – Addendum A at the end of this handbook.

## **SEXUAL HARASSMENT**

"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 either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment 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. 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;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

- E. 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;
- F. 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, telephones calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. 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:

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

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is also 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 work place, 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.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and 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.

### **Bullying Policy**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

### **Definitions**

#### **"Bullying"**

Bullying is deliberate or intentional behavior using word 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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability;

and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "'Cyberbullying' – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. Cyberbullies do not have to own their own actions, or fear punishment for their actions, as it is usually very difficult to identify cyberbullies;
- 4. Furthermore, the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased with cyberbullying;
- 5. Cyberbullies can impersonate others with the intent to embarrass or harm them or hacking into, or otherwise gaining access to, another's others' electronic accounts (emails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender 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. Harassment is prohibited by Policy **5517** – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other

school events.

For a definition of hazing and instances that could possibly be construed as hazing, consult Policy **5516**.

### **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender 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, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to, reprimand, suspension, or possible expulsion. Furthermore, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, of the remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

### **Retaliation/False Reports**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying incidents. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliating and intentionally making a false report may result in disciplinary action.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

### **Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, that includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.



## **SECTION 504/ADA COMPLAINT**

Any person who believes that the Manawa Elementary School or any staff member has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

LuAnne Ujazdowski  
School Counselor, (920) 596-5703  
[lujazdowski@manawaschools.org](mailto:lujazdowski@manawaschools.org)

The complaint procedure is available in the School office.

**SCHOOL DAY/BELL SCHEDULE**  
**MANAWA ELEMENTARY BELL SCHEDULE**

School begins promptly at **7:50 a.m. for Grades K through 5** and **7:40 a.m. for 4K and Early Childhood**. Students may be dropped off as early as 7:30 a.m. for breakfast. Please do not drop students off before 7:30 a.m. as we cannot guarantee adult supervision prior to this time.

**Daily Schedule**

7:30 a.m. Breakfast  
7:40 a.m. Students report to classrooms & Morning 4K and Early Childhood begins  
7:50 a.m. Classes begin K through 5  
10:50 a.m. Morning 4K & Early Childhood dismissal  
11:40 a.m. Afternoon 4K and Early Childhood begins  
2:50 p.m. Dismissal for 4K and Early Childhood through Grade 5 students

*\*4K and Early Childhood attend school Monday, Tuesday, Thursday, Friday.*

*\*Wednesday Early Dismissal will be 1:50 p.m., except on September 1<sup>st</sup> and June 1<sup>st</sup> dismissal will be 2:50 p.m.*

**STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Manawa Elementary School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

**STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper

documentation by a physician, to the school office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

### **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents/guardians should contact the principal regarding procedures for such instruction.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students who are new to Manawa Elementary School are required to enroll with their parent or legal guardian. When enrolling, the parent/guardian will need to bring:

- A. A birth certificate or similar document;
- B. Custody papers from a court (if appropriate);
- C. Proof of residency; and
- D. Proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parent/guardians will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the guidance department. The office staff will assist parents/guardians in obtaining the official records from the other school.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. More information can be found in policy 5111.01 or by visiting the Homeless Students page on the district website (<https://www.manawaschools.org/programs/homeless.cfm>).

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer to another school, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due.

### **OPEN ENROLLMENT**

The School District of Manawa will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the current relevant policies and rules of the District.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardians and completion of any required forms.

## **IMMUNIZATIONS (po5320)**

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse/Health Paramedical.

## **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The School District of Manawa believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parents/guardians, and the filing of accident reports.

## **EMERGENCY MEDICAL AUTHORIZATION (po5341)**

The District will distribute annually to parents of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible, physical or electronic file in each school building or student management system during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This applies, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not apply to student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow Policy 5340 and the procedures described in the District Administrator's administrative guidelines (AG 5340A, AG 5340B and AG 5340D) and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

## **ADMINISTRATION OF MEDICATIONS (po5330)**

Summary of Board policy:

- A. "Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any State.
- B. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.
- C. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- D. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Nonprescription drug products include cough drops that contain active ingredients. These cough drops must be handled in the same manner as aspirin, Advil and Tylenol. If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

### **Prescribed Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:
  1. student's name and date of birth;
  2. medication and dosage or procedure required;
  3. times required;
  4. special instructions including storage and sterility requirements;
  5. date prescribed medication will be started;
  6. date prescribed medication will no longer be needed;
  7. practitioner's name, address, and telephone number;
  8. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
  9. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
  1. student's name
  2. practitioner's name
  3. date
  4. pharmacy name and telephone
  5. name of medication
  6. prescribed dosage and frequency
  7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the Principal's office. Upon receipt of the medication, the health aide shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent. Two to four (2-4) weeks' supply of medication is recommended.

## **ASTHMA INHALERS AND EPI-PENS**

### **Use of Metered Dose or Dry Powder Inhalers**

Asthmatic students may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when the following three (3) conditions are met.

1. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use an inhaler.

Asthmatic students who are not required to carry an inhaler shall follow the guidelines which apply to all other prescription medications and their administration.

### **Use of Epi-pen**

Students who may suffer from severe allergic reactions may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use an epi-pen when three (3) conditions are met.

1. The student is required to carry the epi-pen for use to prevent the onset of an allergic reaction, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use the epi-pen.

Students who may suffer from severe allergic reactions but are not required to carry an epi-pen shall follow the guidelines which apply to all other prescription medications and their administration.

School personnel are not required to administer a nonprescription drug product or prescription drug by means other than ingestion. However, personnel designated to administer medications may indicate a willingness to provide medications, in an emergency or special situation, by means other than ingestion. This is done only under the direction and delegation of the school nurse. The school nurse shall provide instruction and written protocols, as well as documentation that both were provided.

Dispensing of nonauthorized, nonprescription drug products by District employees to students served by the District is prohibited. Where investigation confirms such conduct, prompt corrective action shall be taken, up to and including dismissal.

To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

School personnel trained to administer medications shall keep a copy of the Administration of Medication Policy and Guidelines in an accessible spot for quick reference and have the right to refuse to administer medication to students when the required authorization forms and signatures have not been completed.

## **USE OF NONPRESCRIBED DRUG PRODUCTS**

In those circumstances where a student must take a Nonprescription Drug Product during the school day, the following guidelines are to be observed:

- A. The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- 1. student's name
- 2. date
- 3. name of medication
- 4. dosage and frequency
- 5. special handling and storage directions

### **HEAD LICE (po8451)**

If a child in the District is found to have lice, the child's parent/guardian will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" and no nits as criteria for return to school.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent/guardian of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a communicable disease as identified by the Wisconsin Department of Health Services. School officials will comply with notification requirements of the Department of Health and Human Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines (ag8450).

## **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.



Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parent/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. More information can be found in administrative guideline 8453.01.

### **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact the Director of Special Education as indicated on the District website or by calling the school office.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with limited English proficiency. To inquire about programs and services, a parent/guardian should contact the coordinator of EL Services as indicated on the District website or by calling the school office.

### **STUDENT RECORDS (po8330)**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and

relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

### **Address Confidentiality Program**

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that his/her parents not be permitted access to personally identifiable information from his/her records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  2. the parent or eligible student, upon request, receives a copy of the record;
  3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
  4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);  
  
In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;

- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

## **DIRECTORY INFORMATION**

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. photograph;
- C. participation in officially-recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
- F. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

#### **INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the

parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Furthermore, such an

entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. In addition, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

### **STUDENT FEES**

The district fee for Kindergarten through Grade 5 students is \$15.00. There is no district fee for 4K students. If a family qualifies for Free or Reduced priced breakfast/lunch, the district fee is waived.

The Class of 2029-2034 fee for 4K through Grade 5 students is \$10.00.

A student athletic pass is available for optional purchase for \$5.00.

### **STUDENT FUND-RAISING (ag5830)**

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.
- 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.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to review any instructional materials including those related to the human growth and development curriculum and may also observe instruction. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities can be found in policy 9130.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school for consumption in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office. Applications are accepted at any time.

### **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.



## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WDUX ----Waupaca 92.7  
WFRV-CH 5  
WLUK-CH 11

WBAY-CH 2  
WSAW-CH 7  
NBC 26

If there is no announcement made on the radio and television stations, school will be open and the buses will be running. If the weather should turn severe during the day and buses are sent out early, an announcement to this effect will be made on the above stations. Parents/guardians will also have the option of receiving an alert to their phone or email account. It is the responsibility of the parent/guardian to ensure updated directory information. Parents/guardians and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard Policy (8431) and asbestos management plan (po8431.01) can be found on the website or will be made available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions.

Students may not bring visitors to school without first obtaining advanced written permission from the principal.

## **USE OF THE LIBRARY**

Students will be assigned to weekly library classes. Books on the shelves may be checked out at that time for a period of three weeks. To check out materials at any other time, contact the Library Media Specialist. To avoid fees, all materials checked out of the library must be returned to the library by the end of each term.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

## **LOST AND FOUND**

The lost and found area is outside the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule may lead to disciplinary action.

## **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **PERSONAL COMMUNICATION DEVICES**

Electronic Communication Device Policy (po5421)

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD

confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

Students who violate this policy will face the following disciplinary consequences: (Any electronic device or combination thereof).

**1<sup>st</sup> offense** – Warning – device is requested to be turned off.

**2<sup>nd</sup> offense** – Teacher confiscates for the class period.

**3<sup>rd</sup> offense** – Phone is turned into the main office where a parent/guardian must pick up.

**Students refusing to relinquish their PCD may receive an in-school or out-of-school suspension. If they still refuse the proper authorities will be called.**

### **WEAPONS**

The Board of the School District of Manawa prohibits possession, use or threat to use, or storing of a weapon or look-alike weapon on school premises before, during, or after school, or at any school-sponsored activity. "School premises" includes a school building, school bus or vehicle, or any other school facility (including any school transportation facility, whether owned or contracted by the District). Students may not have live ammunition on the school site.

Determination of whether an item constitutes a weapon under this policy shall be made in accordance with established procedures. Exceptions to this policy include items which otherwise might be classified as weapons which are brought or transported to school premises or activities as part of a recognized activity for which the item is required, unless such is prohibited by law. (Examples might include but are not necessarily limited to guns handled by a staff member in a gun safety class, a look-alike gun which might be used in a dramatic activity, a gun bayonet which might be part of a history lesson, or a starting pistol used by a staff member in a track athletic event.)

Teachers should advise the appropriate building administrator beforehand of any activity or lesson necessitating the bringing to school of materials such as those described in this policy. Anyone found to be in violation of this policy is subject to discipline and/or legal action. If any part of this policy is held to be invalid under operation of the law, it shall not affect other parts of this policy which may be in compliance with the law.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located by the main school entrance hallway that may be used for posting notices after receiving permission from the principal.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. 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.

**SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

**LUNCH PROGRAM**

**Hot Lunch & Breakfast Prices for 2021-22 School Year:**

<b>Hot Lunch (Per Day)</b>	
Elementary	\$2.80
Adult	\$3.65
<b>Breakfast (Per Day)</b>	
Elementary	\$1.30
Adult	\$1.80
<b>Milk (Per Day)</b>	\$ .40

Reduced price is **\$.30** for breakfast and **\$.40** for lunch for all qualifying students in the district.

**Free and Reduced Meal applications must be filled out each year. Forms are available in each school office, and the District Office. They can be filled out at ANY time throughout the year.**

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

### **GRADES**

Teachers have a standard-based grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The term standards-based refers to systems of instruction, assessment, grading, and academic reporting that are based on students demonstrating understanding or mastery of the knowledge and skills they are expected to learn as they progress through their education. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. For more information, see District policy 5421 or contact the principal.

### **GRADING PERIODS**

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

Parent/Guardian / Teacher Conferences: Parent/guardian/teacher conferences will be held for the purpose of evaluation of student progress in school. Parents/guardians are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. Any time a parent/guardian wishes to see his/her child's records or confer with a teacher s/he should make an appointment through the Elementary School office.

### **PROMOTION, PLACEMENT, AND RETENTION (po5410) (ag5410)**

The promotion of students in five-(5)-year-old kindergarten through grade five (5) is based upon the student's academic achievement and development. The educational program shall provide for the continuous progress of students from grade to grade, with students generally spending one (1) year in each grade. On occasion, a student may need additional time in order to benefit fully from the instructional program. For such a student, retention may be helpful.

In order to be promoted to the next grade, from 1st through 5th grades, a student must achieve one (1) of the following:

- A. Academic Performance: Students must earn an "3" in grades one (1) through five (5) in the literacy and numeracy. Five (5) year old kindergarten and fourth grade students are subject to additional criteria as required by law or defined by Board policy on the promotion of students at these grade levels.
- B. Other Academic Criteria: A student must demonstrate satisfactory progress in meeting the goals/objectives of an at-risk/intervention plan, an individualized education program (IEP), a 504 accommodation plan, and/or a plan developed to meet the needs of an English language learner.

If none of the above criteria are met, grade level retention of the student shall be considered. The process of making retention decisions shall involve early parent/guardian notification and collaboration among teachers, parents/guardians, counselors and the principal. Retention has a significant impact upon a student and shall be recommended only after serious deliberation, using established District guidelines.

A student recommended for retention may have the opportunity to be promoted to the next grade upon the successful completion of an approved remediation plan that addresses the failed subject area(s) including, but not limited to, summer school program or correspondence course(s).

The building principals shall be responsible for the general supervision and management of the promotion of students and shall determine whether a student has satisfied the criteria in this policy and other Board policies applicable to the promotion of students. The building principals shall develop practices and timelines to inform parents/guardians and students of the requirements of promotion policies and to keep parents/guardians informed of their child's academic progress

Decisions on promotion or retention shall be made prior to the end of the school year whenever possible, and at the latest prior to the commencement of the next school year. Parents/guardians may appeal promotion or retention decisions in accordance with District procedures.

The District Administrator shall review and recommend policies and guidelines that help District schools prepare students to satisfy the promotion criteria.

#### **Promotion from Grade 4**

The Board directs the District Administrator to prepare a list of specific criteria for promoting students from the 4th and 8th grades. The criteria shall include the student's score on the 4th and 8th grade examination, unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers, which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.

#### **DEFINITIONS**

**A. Promotion:**

Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.

**B. Placement:**

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Building Consultation Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

**C. Retention:**

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Building Consultation Team with the concurrence of the building administrator.

Final decisions on student promotion, placement, or retention rest with the building principal.

To implement Board policy, the following guidelines are to be utilized:

## **Elementary Level**

### **A. Criteria for Consideration**

When the Building Consultation Team is convened, the following criteria shall be considered:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, social maturity

### **B. Time Line for Elementary Grade Placement Changes**

1. Before Parent/Teacher Conference: Principal will review grade placement procedures with teachers.
2. October-January: Teacher should inform parents of student progress.
3. Early March: Teacher will notify principal, if an alternative grade placement or retention is being considered. The Building Consultation Team will be convened by the principal and parents notified.
4. Early April: Building Consultation Team, in consultation with the parent, reviews and makes recommendation to building principal regarding the need for alternative place.
5. May-June: Final decision on placement or retention is made by the building principal.

## **Appeal Process**

Parents/guardians of the student recommended for retention may appeal to the District Administrator or designee. Such appeals shall be filed in writing no later than five (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The District Administrator or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.

## **HOMEWORK**

Teachers will clearly convey homework assignments and expectations to the students. Teachers will exercise flexibility in assigning homework with regard to total school curriculum workload.

Students at Manawa Elementary School will be provided with a student agenda or a similar recording/communication tool. Agendas will be used to keep track of assignments and long-term projects as well as a communication tool for both teachers and parents.

Students must accept, as their own responsibility, obtaining homework assignments missed due to absences. Homework completion of high quality is an essential part of the learning process. For more information see District policy 2330.

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (po7540.03)**



Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable,

inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent in the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate

use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement or acknowledging during the annual student registration process they will abide by the terms and conditions of this policy and its accompanying guidelines.

Beginning in grade three (3) students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

### **Synchronous Education – Student Accountability and Conduct** (po5500.01)

The School District of Manawa expects students participating in remote learning to follow school rules during synchronous instruction and when interacting with staff and students in a virtual setting. Students may be disciplined for violating school rules during virtual instruction even though the student is not present on District property.

#### Synchronous Instruction Accountability and Internet Safety

Synchronous instruction requires students to access their educational program online. There are certain risks inherent in all online activities. Students must comply with the following standards and expectations to protect themselves and others.

- The District's Acceptable Use policy applies to all students participating in the District's virtual educational programs and online class activities.
- Use only one (1) username and password.
- Use an appropriate profile picture for any virtual accounts.
- Do not share your username or password with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student's ability to access virtual instruction or disclose anyone's password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District's virtual instruction resources for any illegal activities.

- Do not use District virtual instruction resources to send unsolicited electronic-mail messages not pertaining to class (e.g., SPAM).
- Do not use the District’s virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not share classroom/small group video or classroom/small group recorded video with third parties (parent(s)/guardian(s) and siblings, excluded) – This includes private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the Internet.

### Conduct During Synchronous Instruction

Synchronous instruction is similar to in-person instruction but presents unique opportunities and challenges. Students are expected to be engaged and courteous to others during synchronous instruction and other class activities as they would during in-person instruction in a classroom. The District’s Student Code of Conduct applies to all students participating in the District’s synchronous instruction and online class activities. Students are expected to obey the following standards and expectations, as well:

- Sign-in for virtual instruction and activities using the appropriate, designated username and password.
- Do not allow siblings or other members of the household to participate in virtual instruction unless authorized by the virtual class teacher (they may observe but notice should be provided they are doing so).
- Review typed messages before sending them to remove easily misinterpreted language and proofread for typos.
- Private messages during virtual instruction should be kept to a minimum.
- Engage in virtual instruction discussions in a respectful manner that abides by the following standards:
  - Avoid sarcasm, jargon, and slang;
  - Vulgarity is not acceptable;
  - Do not use images, “GIFs,” or “Memes” in place of written responses or comments, unless specifically directed to do so by a staff member;
  - Focus responses on the questions or issues being discussed, not on the individuals involved.
- Do not make inappropriate comments verbally or via direct messages. Inappropriate messages include, but are not limited to, those that contain:
  - threatening messages or images;
  - insults or attacks of any kind against a person;
  - obscene, degrading or profane language or images;
  - repeatedly sent unwelcome messages or images that harass the recipient; and
  - material that is defamatory or intended to annoy, intimidate, or bully others.

If a student or his/her parent(s)/guardian(s) has any questions about the rules, standards, and expectations applicable to students participating in the District’s synchronous educational programs and online class activities, the student should contact the Principal immediately.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and

District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

For more information, see District policy and administrative guideline 2623. Standards adopted by the District can be found on the District website's Curriculum & Instruction page.

### **SECTION III - STUDENT ACTIVITIES**

## **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Students have the opportunity to broaden their learning through curricular-related activities.

The school has many student groups that are approved by the Board of Education such as Student Council.

### **CO-CURRICULAR ACTIVITIES**

Co-curricular activities will include, but are not limited to, Club Sports.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. For further information, contact the school office to obtain contact information for these activities.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

### **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 exempted, that the school is in session. All students must attend 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 the District's Administrative Guideline 5200. A child who is enrolled in five-(5) year-old kindergarten shall attend school regularly, religious holidays exempted, during the full period and hours that kindergarten is in session until the end of the school term.

- Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

### **Excuse for Absence**

A parent/guardian of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Principal who serves as the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

### **Excused Absences**

A student shall be excused from school for the following reasons:

#### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 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, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

#### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 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 his or her 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.

### Permission of Parent or Guardian

The student may be excused by his or her parent or guardian 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:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend a funeral
- legal proceedings that require the student's presence
- vacations
- weather related- As parents, you are the final authority as to whether you believe it is safe for your child to get to school. If you believe that it is too cold or the snow is too deep or the weather is too unsettled, your decision may be to keep your child home. You have the right and responsibility to make attendance decisions for your children based on your individual circumstances. Please notify your student's school as you would for any other absence.

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

### Suspension or Expulsion

The student has been suspended or expelled.

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

- Quarantine: Quarantine of the student's home by a public health officer.
- Illness of an Immediate Family Member
- Emergency: An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

**Pre-Arranged Absence:** Students absent for reasons other than the above will be considered unexcused with this exception: parents may PRE-EXCUSE their child for any reason for up to ten days per year. This means that any absence for reasons other than the above may be excused providing there is a WRITTEN PRE-ARRANGED FORM. (Forms may be picked up in the office prior to the date of absence.) If it is not PRE-ARRANGED, it will be considered UNEXCUSED.

## **Truancy**

A student will be considered truant if he or she is absent part or all of one 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/guardian or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

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 will determine on a case-by-case basis the appropriate methods to deal with unexcused absences.

Approved Absences: Personal illnesses, a funeral, religious holidays, or extreme emergencies are acceptable reasons for an absence. A **valid** excuse written by a parent/guardian must be presented to the office upon return to school, or a phone call from a parent/guardian on the day of absence, documenting the reason for the absence must be made to the school office. For a definition of a **“invalid”** excuse, see the following examples:

### Examples of Unexcused Absences:

- Oversleeping
- Stayed home to finish homework
- Missing the bus/car wouldn't start
- Shopping/haircut/pictures
- Leaving school without permission

## **Habitual Truancy**

A student is considered a habitual truant if he or she 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. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

### Parent/Guardian Responsibilities

It is the responsibility of the student's parent/guardian to ensure that their child attends school regularly. Parents/guardians are expected to provide an excuse for all absences.

### Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

**Notification:** When a student's attendance for the day is unexcused, contact will be made to the parent/guardian. A message may be left on an answering machine. The parent/guardian will then have 2 days to notify the school office, either by phone or written note, stating the reason for the absence. If after 2 days the office has not received notification for the unexcused absence, the student then becomes truant and will be referred to administration for disciplinary action.

## **TARDINESS**

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. Elementary School: All students who are tardy to school must report to the office upon arrival and get an admit slip to class.

**Cases of truancy/tardiness will be referred to the school principal to plan options for addressing the truancy concern.**

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to

build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are safe, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school activity.

### **CODE OF CONDUCT**

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unsatisfactory on a participant/athlete or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.
- Purchase, use, or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered.
- Being in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave the premises the moment they become aware of others illegally possessing and/or using alcohol or other controlled substances, even if the student is not consuming or using the illegal substances.

### **Sportsmanship**

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

### **DRESS AND GROOMING (po5511)**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

At MES we take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothing that is seasonably suitable for school activities. Students wearing inappropriate clothing, such as but not limited to: clothing with alcohol/tobacco reference, inappropriate slogans and suggestive in nature may be asked to return home to make

necessary changes.

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, or strapless garments worn.
- Straps on tank tops must be at least 2 inches wide.
- Hats, caps, jackets/coats, bulky outerwear, large chains, jewelry with sharp objects, low riding pants, etc., are not allowed to be worn in the school.
- It is encouraged to wear shoes with a back strap to keep children safe for playground running and play.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Would I interview for a job in this outfit? (Yes)
5. Am I dressed appropriately for the weather? (Yes)
6. Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, s/he may be removed from the educational setting.

#### Reporting Concerns:

Anyone in violation will be sent to the office.

If a dress code violation occurs, the following steps will be taken:

- **First Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc.,
- **Second Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and a parent/guardian will be notified by phone.

Students attending after school events need to follow the dress. This includes, but not limited to sporting events, and school concerts.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

## **STUDENT CODE OF CLASSROOM CONDUCT (po5500) (ag5500)**

The District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, the administration, and their classroom teachers.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board for that purpose, consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board periodically.

Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school. Staff must still report such threats as described in Policy 8462.01 - Mandatory Reporting of Threats of Violence.

### **GROUND FOR REMOVAL OF A STUDENT FROM CLASS**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed

in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the school;
- C. Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  - 1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
  - 2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
  - 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
  - 4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
  - 5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
  - 6. Pushing, striking, or other inappropriate physical contact with a student or staff member
  - 7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
  - 8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
  - 9. Restricting another person's freedom to properly utilize classroom facilities or equipment
  - 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
  - 11. Throwing objects in the classroom
  - 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking
  - 13. Behavior that causes the teacher or other students fear of physical or psychological harm
  - 14. Willful damage to or theft of school property or the property of others
  - 15. Repeated use of profanity
- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
  - 1. Repeated reporting to class without bringing necessary materials to participate in class activities
  - 2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- E. Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;

- F. Is inconsistent with class decorum and the ability of other to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **PROCEDURE FOR STUDENT REMOVAL FROM CLASS**

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

### **OTHER FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

#### **In-School Discipline (ag5610.02)**

In-school restriction, in-school suspension, and detention are progressive discipline options that the principal may use to improve attendance and/or to modify student behavior and to monitor the student's behavior during the disciplinary process.

Students who have violated any section of the Code of Conduct may be assigned to in-school restriction, in-school suspension, and detention by the principal.

#### **Detention**

##### **Lunch-Time Detention**

The principal (or faculty member) may designate an area in which the student must remain during the lunch period. Failure to report to or remain in the area may lead to in-school restriction, Saturday school, or out-of-school suspension.

##### **In-School Restriction**

Assignment to in-school restriction means that the student is removed from the classroom but not from the educational program. S/He will report to the assigned location where the student will work on classroom tasks assigned by the teacher(s) all of which are related to a course of study in which the student is currently enrolled. When completed, the assignments are to be turned in to the teacher(s) for review and grading. Thus, the student continues his/her academic program albeit in a different setting and receives full credit for the completed work.

Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. Any discrepancy noted should be promptly reported to the administrative personnel.

Since there has been no denial of rights to an education, due process can be limited to notification of the student's parents (see Form 5610.02 F1) with no right of appeal.

If the student fails to obey the rules established for in-school restriction/Saturday school or to fulfill the assignments properly, s/he may be assigned to out-of-school suspension.

Any assignment to in-school or out-of-school suspension or an alternative program requires that due process (notification, hearing, suspension or assignment notice, appeal) be followed.

### **In-School Suspension**

As a means for keeping a student in school rather than suspending him/her to a probable, unsupervised out-of-school situation, the District has established an in-school suspension program. The student is not only removed from the classroom and assigned to a designated work area, s/he is also denied participation in any school activity for the length of the suspension. The same due process provided for out-of-school suspension shall apply.

The teacher(s) is to assign work related to a course of study for which the student will receive full credit.

The same rules of conduct established for in-school restriction shall apply and any violation of these rules will result in the student's removal from school through out-of-school suspension.

## **SUSPENSION AND EXPULSION (po5610) (ag5610)**

### **A. Suspension**

#### **1. Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period



does not include weekend days or vacation days.

## **2. Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parent or guardian of the reason for the proposed suspension prior to suspending the student.

## **3. Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

## **4. Sending a student home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below:

- If the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

## **5. Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

## **6. Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;

- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

## **7. Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

## **B. Expulsion**

### **1. Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

### **2. Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

### **3. Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student

with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent/guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

#### **4. Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

#### **5. Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

### **Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **DRUG ABUSE PREVENTION (po5530)**

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As educational institutions 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: dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals that release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes":
- Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **USE OF TOBACCO AND NICOTINE IS PROHIBITED (po5512)**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users are well established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

### **Student Placement**

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- B. An alternative education program approved by the Board under State law;
- C. Another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- D. The class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

### **Parent/Guardian Notification Procedures**

The principal shall provide the parent/guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent/guardian notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action, up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents, the parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

### **Definitions**

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also

includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

### **SEARCH AND SEIZURE (po5771)**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **STUDENT'S RIGHTS OF EXPRESSION (ag5723)**

Manawa Elementary School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. Is obscene to minors, libelous, indecent, or vulgar,
  - 2. Advertises any product or service not permitted to minors by law,
  - 3. Intends to be insulting or harassing,
  - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student council.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student council.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route are available by contacting Kobussen Buses at 920-389-1500.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a written request from a parent/guardian is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required all school rules.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following rules and behaviors are expected, by Kobussen and the District, of all students:

#### **Previous to loading, during the trip, and leaving the bus**

Each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a road until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parent/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### **During the trip**

Each student shall:

- Listen to the bus driver;
- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, play games or play cards, etc.;
- Not tamper with the bus or any of its equipment;
- Keep aisle clear;
- Keep hands to self;
- Use respectful voices/volume.

#### **Leaving the bus**

- Each student shall:
- Remain seated until the bus has stopped;

- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **VIDEOTAPES ON SCHOOL BUSES**

All buses may be equipped with video and audio recording devices for the purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus the Principal may request the tape and it may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

- Riding a bike to school is a privilege which can be revoked at any time. A bicycle rack is located in the front area of school. Riding bicycles on the school property during school hours is not permitted except during events or special occasions that involve bicycles.
- The school district is not responsible for lost or stolen bicycles. We encourage students in kindergarten and first grade to ride with a buddy or sibling to ensure safety.



**ADDENDUM A**

**SCHOOL DISTRICT OF MANAWA**

**HARASSMENT COMPLAINT FORM**

(Attach additional sheets if necessary)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Who did the harassment? \_\_\_\_\_

Describe the harassment. Include time, dates, and location for each incident:

\_\_\_\_\_  
\_\_\_\_\_

What was your reaction or what action did you take?

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses or anyone else who has information relevant to this complaint:

\_\_\_\_\_  
\_\_\_\_\_

I understand these incidents will be investigated and that this form will be kept confidential as much as possible.

No person shall provide false information at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

\_\_\_\_\_  
(Signature)

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE REVIEW THE ATTACHED STUDENT INFORMATION,  
READ THIS PAGE CAREFULLY THEN SIGN THE BOTTOM.**

For the protection and safety of your child, you are being asked to carefully review the attached student registration/emergency form. Please do each of the following:

- Line-out and make legible corrections (preferably using a colored pen)
- Provide current insurance information
- Update all contact information

My signature at the bottom of the page indicates that the health information is correct and/or all needed corrections have been noted on the form.

---

**In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my (son/daughter) \_\_\_\_\_ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities and medical staff will prevail. Anytime the above information changes, I will notify the school. Completed information is to be confidentially shared with school staff as medically indicated.**

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2021-22 Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement:

I have been given the opportunity to view and/or obtain any of the above information for review. My child(ren) and I have read and understand the information contained in each section. By signing below, we agree to follow the rules and guidelines within the Student/Parent/Guardian Handbook, including Co-Curricular Code of Conduct. I am aware that the Handbook and Code of Conduct are available on the School District of Manawa website, in each student's offline Google Drive folder, and available in paper form at each District building.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Student Handbook

## 2021-2022



**Preparing students academically, socially, and emotionally  
for future success.**

**Manawa Middle School**  
School District of Manawa  
515 E. Fourth Street  
Manawa, WI 54949

Telephone: (920) 596-2524 – Fax: (920) 596-2655

[www.manawaschools.org](http://www.manawaschools.org)

# **Manawa Middle School Student Handbook 2021-2022**



Dear Students and Parent/Guardians:

Welcome to the 2021-2022 school year. We are extremely excited about this school year. As a middle school staff, we believe in focusing on students' academic, social, and emotional needs as they navigate the "Middle" between elementary school and high school. This handbook has been designed to help answer your questions about the procedures used in this district and specifically this building. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office. I look forward to a tremendous year working together.

Yours in education,

Dan Wolfgram

- Dan Wolfgram, Principal (920) 596-5310
- Danielle Brauer, Elementary Principal & Director of Special Education, (920) 596-5301
- Athletic Director, Brad Johnson & Dan Wolfgram (920) 596-5831
- Janine Connolly, School Counselor (920) 596-5802
- Carrie Koehn, Administrative Assistant, (920) 596-5800
- Krystal Draeger, Health & Attendance Paraprofessional (920) 596-5801
- Jeff Bortle, Dean of Students, 920-596-5806

Board of Education Approval:  
Student Handbook adopted July 2021

## **MANAWA MIDDLE SCHOOL SOCIAL AND EMOTIONAL LEARNING FOCUS**

### **What is social and emotional learning?**

Social and emotional learning focuses on helping students learn and apply skills in the following areas:

- **Understanding and managing emotions**
- **Setting and achieving positive goals**
- **Feeling and showing empathy for others**
- **Establishing and maintaining positive relationships**
- **Making responsible decisions**

### **How will middle school students be given this instruction?**

Middle school staff have been trained in providing direct instruction, embedding lessons into content areas, and modeling behaviors to assist students in their learning.

### **Why is social and emotional learning important?**

The Wisconsin Department of Public Instruction has implemented Social Emotional Learning practices in order to help all students in Wisconsin become college and career ready by being academically prepared, socially competent, and emotionally competent. Social and Emotional Learning skills are life-long and something that students will use their entire life.

### **What is the foundation for Social and Emotional Learning?**

At Manawa Middle School, we believe that RELATIONSHIPS are the key to social and emotional learning. This means positive relationships between students, staff, and families. We strive to build these relationships first and continue to build these throughout middle school and beyond.

### **What will students focus on for their Social and Emotional Learning?**

The Wisconsin Department of Public Instruction along with the Collaborative for Academic, Social and Emotional Learning (CASEL) has five domains that students will focus on:

- **Self-Awareness**
- **Self-Management**
- **Social Awareness**
- **Responsible Decision Making**
- **Relationship Skills**

# SEL Core Competencies

## Self-Management

- Regulating one's emotions
- Managing stress
- Self-control
- Self-motivation
- Stress management
- Setting and achieving goals

## Social Awareness

- Perspective taking
- Empathy
- Respecting diversity
- Understanding social and ethical norms of behavior
- Recognizing family, school, and community supports

## Relationship Skills

- Building relationships with diverse individuals and groups
- Communicating clearly
- Working cooperatively
- Resolving conflicts
- Seeking help



## Self-Awareness

- Labeling one's feelings
- Relating feelings and thoughts to behavior
- Accurate self-assessment of strengths and challenges
- Self-efficacy
- Optimism

## Responsible Decision-Making

- Considering the well-being of self and others
- Recognizing one's responsibility to behave ethically
- Basing decisions on safety, social and ethical considerations
- Evaluating realistic consequences of various actions
- Making constructive, safe choices for self, relationships and school

Sources: CASEL, Acknowledge Alliance



# School District of Manawa 2021-2022 Calendar



JULY '21						
S	M	T	W	T	F	S
				1	<del>2</del>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
2 Contracted Teacher Floating Wk Days New Curriculum Floating Wk Day						
July 2 Independence Day Observed						
21 student days						

AUGUST '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Aug 25 New Teacher Orientation Aug 26, 30 Teacher In-Service Aug 31 All District Staff In-Service						
Aug 31 Back to School Night 3:30-6:30						
21 student days						

SEPTEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	<del>6</del>	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Sept 1 First Day of School - Full Day Sept 6 No School						
21 student days						

OCTOBER '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	<del>29</del>	30
31						
Oct 28 Half Day & P/T Conf 12:30-7:30 Oct 29 No School						
19.5 student days						

NOVEMBER '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Nov 24 Half Day Nov 25-26 No School						
19.5 student days						
Nov 5 First Quarter ends (45.5 days)						

DECEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Dec 23-31 No School						
16 student days						

JANUARY '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<del>24</del>	25	26	27	28	29
30	31					
Jan 24 No School Jan 24 Teacher In-Service/Records Day						
20 student days						
Jan 21 Second Quarter ends (45.5 days)						

FEBRUARY '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<del>21</del>	22	23	24	25	26
27	28					
Feb 3 & 10 P/T Conf 3:30 - 7:30 Feb 21 No School Feb 21 Teacher In-Service						
19 student days						

MARCH '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
March 7-11 No School						
18 student days						

APRIL '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	<del>15</del>	16
17	<del>18</del>	19	20	21	22	23
24	25	26	27	28	29	30
Apr 15 No School Apr 18 No School / 1st Make-Up Day						
19 student days						
Apr 1 Third Quarter ends (43 days)						

MAY '22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	<del>30</del>	31				
May 28 Commencement May 30 No School						
21 student days						

JUNE '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
June 1 Full Day June 3 Last Day of School - Full Day June 3 Teacher After School Records						
4th Quarter 42 days						

Wednesdays - 1 Hour Early Dismissal for Professional Development (marked in green)						
176 Student Days						
The first three snow days are not made up. In the event of a fourth snow day, April 18 will become a student day.						

BOE Approved 4/26/2021

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This Student/Parent/guardian Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardians may have during a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal Dan Wolfgram or the School Counselor.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after JULY 2021 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

### **MISSION OF THE MANAWA MIDDLE SCHOOL**

***Preparing students academically, socially, and emotionally for future success***

#### **WHAT WE VALUE AS A MIDDLE SCHOOL**

Manawa Middle School recognizes that its students are “in the middle”, not quite high school students, but no longer elementary school students. The middle school staff recognizes the challenges of this age level and also looks to celebrate their uniqueness as individuals. The emphasis in middle school is on social and emotional learning, or learning that takes into account the social, emotional, academic, and physical needs of middle school students. The primary goal of the middle school staff is to BUILD RELATIONSHIPS with students and to then focus on their learning.

The middle school will function on a step-by-step model to increase responsibility. What does this mean? This means that with all expectations, students are first taught the expectation and given ample time to practice their new skills. As the school year progresses, students will take more responsibility for their learning and behaviors. The goal for middle school students is to build new habits that will make them successful socially, emotionally, and academically in high school and beyond.

#### **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of 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 any of its student program and activities.

This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective basis for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Any person who believes that the MANAWA Middle School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer/Title IX Coordinator listed below:

Dan Wolfgram  
Principal (920) 596-5310  
[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)

Carmen O'Brien  
Business Manager (920) 596-5332  
[carmen.obrien@manawaschools.org](mailto:carmen.obrien@manawaschools.org)

If at any time during the investigation process the investigator determines that the complaint is properly defined as bullying 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.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Manawa Middle School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action 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.

## **Harassment Policy\***

*\*Parent/guardians and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment (Policy 5517) and Bullying (5517.01) available on the District website or by contacting the school's main office.*

### **Student Anti-Harassment - Summary of Board of Education Policy**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual 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 unlawful harassment. This policy applies to conduct occurring 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 action 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.

### **Definitions**

- Bullying (See the bullying policy immediately following this section)
- Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:
  1. Places a student in reasonable fear of harm to his/her person or damage to his/ her property;
  2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  3. Has the effect of substantially disrupting the orderly operation of a school.
- Sexual Harassment: Unwelcome sexual advances, requests of sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Important...parent/guardians and students are encouraged to read the entire Board of Education policy with corresponding examples.
- Other forms of harassment such as race/color, religion, national origin, and disability are defined in the full text of the Board of Education policy.

### **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a school staff member (teacher, counselor, or principal, for example) so the conduct can be addressed before it becomes severe, pervasive, or persistent. The District will investigate as described below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

The reporting procedures are as follows:

1. Any student, parent/guardian of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or district compliance officers/ Title IX Coordinator.

2. The reporting party shall be encouraged to use a report form (See Addendum A) available in each school main office, but oral reports shall be considered complaints as well.
3. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal will designate one male and one female staff person (designated as Complaint Coordinators/ Title IX Coordinator) to receive reports of harassment prohibited by this policy.

### **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligation under state and federal law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 and the ages and maturity levels of the students.

### **Retaliation**

Any act of retaliation 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 is prohibited.

**SCHOOL DISTRICT OF MANAWA HARASSMENT COMPLAINT FORM** – Addendum A at the end of this handbook.

### **Bullying (Policy 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to or from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

### **Definitions**

#### **"Bullying"**

Bullying is deliberate or intentional behavior using word 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 wellbeing. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity;

religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. Cyberbullies do not have to own their own actions, or fear punishment for their actions, as it is usually very difficult to identify cyberbullies;
- 4. Furthermore, the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased with cyberbullying;
- 5. Cyberbullies can impersonate others with the intent to embarrass or harm them or hack into, or otherwise gain access to, another's others' electronic accounts (emails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender 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. Harassment is prohibited by Policy [5517](#) – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of hazing and instances that could possibly be construed as hazing, consult Policy [5516](#).

### **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or the dean of students, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or the dean of students, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender 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, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to, reprimand, suspension, or possible expulsion. Furthermore, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, of the remedial action that has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

### **Retaliation**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying incidents. Making intentionally false reports about bullying or for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliating and intentionally making a false report may result in disciplinary action.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

### **Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, that includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public published at calendar year end.



## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## **SEXUAL HARASSMENT**

"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 either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment 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. 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;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. 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;
- F. 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, telephones calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. 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:

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, Title IX Coordinator, or the District Administrator.

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is also 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 work place, 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.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and 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.

#### **SECTION 504/ADA COMPLAINT**

Any person who believes that the Manawa Middle School or any staff person has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Janine Connolly  
School Counselor, (920) 596-5802  
[jconnolly@manawaschools.org](mailto:jconnolly@manawaschools.org)

The complaint procedure is available in the school office.

# **SCHOOL DAY/BELL SCHEDULES**

## **MANAWA MIDDLE SCHOOL BELL SCHEDULE**

**Warning Bell: 7:40**

### **Middle School**

**Period 1 7:45 – 8:35**

**Period 2 8:39 – 9:29**

**Period 3 9:33 – 10:23**

**Period 4 10:27 - 11:17**

**Lunch 11:17 – 11:47**

**Period 5 11:51 – 12:41**

**Period 6 12:45 – 1:35**

**Period 7 1:39 – 2:29**

**RtI 2:33 – 3:05**

## **EARLY RELEASE BELL SCHEDULE**

**Warning Bell 7:40**

### **Middle School**

**Period 1 7:45 - 8:26**

**Period 2 8:30 - 9:11**

**Period 3 9:15 - 9:56**

**Period 4 10:00 - 10:41**

**Lunch 10:41 - 11:11**

**Period 5 11:15 - 11:56**

**Period 6 12:00 - 12:41**

**Period 7 12:45 - 1:26**

**RtI 1:30 - 2:05**

*\*Wednesday Early Dismissal will be 2:05 p.m., except on  
September 1<sup>st</sup> and June 1<sup>st</sup> - dismissal will be at 3:05 p.m.*

## **20 - Minute HOMEROOM SCHEDULE**

**Warning Bell: 7:40 Middle School**

### **Middle School**

**Homeroom 7:45 – 8:05**

**Period 1 8:09 – 8:56**

**Period 2 9:00 – 9:47**

**Period 3 9:51 – 10:37**

**Period 4 10:41 - 11:28**

**Lunch 11:28 – 11:58**

**Period 5 12:02 – 12:49**

**Period 6 12:53 – 1:40**

**Period 7 1:44 – 2:31**

**RtI 2:35 – 3:05**

## **EARLY RELEASE ½ DAY BELL SCHEDULE**

**Warning Bell 7:40 Middle School**

### **Middle School**

**Period 1 7:45 – 8:11**

**Period 2 8:15 – 8:41**

**Period 3 8:45 – 9:11**

**Period 4 9:15 - 9:41**

**Period 5 9:45 – 10:11**

**Period 6 10:15 – 10:41**

**Lunch 10:41 – 11:11**

**Period 7 11:15 – 11:41**

**RtI 11:45 – 12:15**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Manawa Middle School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

- Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parent/guardians in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

## **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents/guardians should contact the principal regarding procedures for such instruction.



## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students who are new to Manawa Middle School are required to enroll with their parent or legal guardian unless the student is 18 years or older. When enrolling, the parents/guardians will need to bring:

- A. A birth certificate or similar document;
- B. Custody papers from a court (if appropriate);
- C. Proof of residency; and
- D. Proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parent/guardian will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the counseling department. The office staff will assist parents/guardians in obtaining the official records from the other school.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (Policy 5101.01)

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parent/guardians, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent/guardian and are expected to follow all School rules.

### **SCHEDULING AND ASSIGNMENT**

Schedules are mailed out with the registration packet or upon enrolling. Schedules are also available through Skyward. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Student requests for schedule changes should be made within the first week of class. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent-or guardian.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer to another school, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all

school materials, and paid any fees or fines that are due. Parents/guardians are encouraged to contact the school counselor for specific details.

### **OPEN ENROLLMENT**

The School District of Manawa will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the current relevant policies and rules of the District.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardian and completion of any required forms.

### **IMMUNIZATIONS**

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse/Health Paramedical.

### **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The School District of Manawa believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parent/guardian, and the filing of accident reports.

### **EMERGENCY MEDICAL AUTHORIZATION**

Per Board Administrative Guidelines (AG5330), every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

Every student will receive an Emergency Medical Authorization Form at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

### **ADMINISTRATION OF MEDICATIONS**

For purposes of this guideline:

- A. "Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any State.
- B. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.
- C. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- D. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Nonprescription drug products include cough drops that contain active ingredients. These cough drops must be handled in the same manner as aspirin, Advil and Tylenol. If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

### **Prescribed Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the school nurse/health paramedical before the student will be allowed to begin taking any medication during school hours. This written and signed request form must be submitted on an annual basis, or more often if changes in dosage occur, and will include:
  1. student's name and date of birth;
  2. medication and dosage or procedure required;
  3. times required;
  4. special instructions including storage and sterility requirements;
  5. date prescribed medication will be started;
  6. date prescribed medication will no longer be needed;
  7. practitioner's name, address, and telephone number;
  8. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
  9. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
  1. student's name
  2. practitioner's name
  3. date
  4. pharmacy name and telephone
  5. name of medication
  6. prescribed dosage and frequency
  7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the Principal's office. Upon receipt of the medication, the health paramedical shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or student. Two to four (2-4) weeks' supply of medication is recommended.

## **ASTHMA INHALERS AND EPI-PENS**

### **Use of Metered Dose or Dry Powder Inhalers**

Asthmatic students may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when the following three (3) conditions are met.

1. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use an inhaler.

Asthmatic students who are not required to carry an inhaler shall follow the guidelines which apply to all other prescription medications and their administration.

### **Use of Epi-pen**

Students who may suffer from severe allergic reactions may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use an epi-pen when three (3) conditions are met.

1. The student is required to carry the epi-pen for use to prevent the onset of an allergic reaction, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use the epi-pen.

Students who may suffer from severe allergic reactions but are not required to carry an epi-pen shall follow the guidelines which apply to all other prescription medications and their administration.

School personnel are not required to administer a nonprescription drug product or prescription drug by means other than ingestion. However, personnel designated to administer medications may indicate a willingness to provide medications, in an emergency or special situation, by means other than ingestion. This is done only under the direction and delegation of the school nurse/health paramedical. The school nurse/health paramedical shall provide instruction and written protocols, as well as documentation that both were provided.

Dispensing of nonauthorized, nonprescription drug products by District employees to students served by the District is prohibited. Where investigation confirms such conduct, prompt corrective action shall be taken, up to and including dismissal.

To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

School personnel trained to administer medications shall keep a copy of the Administration of Medication Policy and Guidelines in an accessible spot for quick reference and have the right to

refuse to administer medication to students when the required authorization forms and signatures have not been completed.

### **USE OF NONPRESCRIBED DRUG PRODUCTS**

In those circumstances where a student must take a Nonprescription Drug Product during the school day, the following guidelines are to be observed:

- A. The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse/health paramedical before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

1. student's name
2. date
3. name of medication
4. dosage and frequency
5. special handling and storage directions

### **HEAD LICE**

If a child in the District is found to have lice, the child's parent/guardian will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" and no nits as criteria for return to school.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent/guardian of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a communicable disease as identified by the Wisconsin Department of Health Services. School officials will comply with notification requirements of the Department of Health and Human Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

### **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have

his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact Danni Brauer (920) 596-5301.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities. Services are also available to students with limited English proficiency.

### **STUDENT RECORDS (Policy 8330)**

#### **STUDENT RECORDS (Policy 8330)**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and

relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

### **Address Confidentiality Program**

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that his/her parents not be permitted access to personally identifiable information from his/her records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  2. the parent or eligible student, upon request, receives a copy of the record;
  3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
  4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county



department, or tribal organization to access the student's case plan;

- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student

is an eligible student, without the written consent of the student, except as provided by applicable law.

### **DIRECTORY INFORMATION**

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. photograph;
- C. participation in officially-recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
- F. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

### **INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home

or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Furthermore, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. In addition, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

### **STUDENT FEES, FINES, AND CHARGES**

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

#### **MANAWA MIDDLE SCHOOL FEES**

##### **FEES FOR EVERY STUDENT**

<b>*District Fee</b>	<b>\$20.00</b>
<b>6<sup>th</sup> Grade Class</b>	<b>\$ 5.00</b>
<b>7<sup>th</sup> Grade Class</b>	<b>\$ 5.00</b>
<b>8<sup>th</sup> Grade Class</b>	<b>\$ 5.00</b>

**\*If a family qualifies for free or reduced-price breakfast/lunch, the district fee is waived.**

<b>Student Parking Permits: New permit required each school year.</b>	<b>Required for all vehicles parked in the student parking lot</b>	<b>\$10.00</b>
<b>Snowmobile Parking Permits: New permit required each school year.</b>	<b>Required for all snowmobiles parked on school property (snowmobiles must be registered with the DNR and helmets must be D.O.T. approved).</b>	<b>\$ 5.00</b>

<b>OPTIONAL FEES</b>		
	<b>Student Athletic Pass</b>	<b>\$ 5.00</b>
	<b>Yearbook</b>	<b>\$50.00 - \$60.00</b>
<b>Sports Fees</b>	<b>Student Max \$75 / Family Max \$150</b>	<b>\$30/sport</b>

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

### **STUDENT FUND-RAISING (AG5830)**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- Students under the age of nine (9) must be accompanied by a parent/guardian or person sixteen (16) years of age or older.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from such students' parents/guardians to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent/guardian or a person at least sixteen (16) years of age.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students are expected to use school-issued locks for use during physical education classes.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to review any instructional materials including those related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate

arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. For additional information please see (Policy 9130, 2414, and AG9130)

### **MEAL SERVICE**

All breakfast and lunches will be free for all children 18 years old and younger living in the School District of Manawa. The SDM is participating in a federal program run through the U.S. Department of Agriculture (USDA) Food and Nutrition Service ((FNS). This program may be terminated at any time subject to the availability of this funding. Students may also bring their own lunch to school for consumption in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students and may be applied for at any time during the year.

### **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WDUX ---Waupaca 92.7  
WBAY-CH 2  
WSAW-CH 7  
NBC 26

WFRV-CH 5  
WLUK-CH 11

If there is no announcement made on the radio and television stations, school will be open and the buses will be running. If the weather should turn severe during the day and buses are sent out early, an announcement to this effect will be made on the above stations. Parents/guardians will also have the option of receiving an alert to their phone or email account. It is the responsibility of the parent/guardian to ensure updated directory information. Parents/guardians and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request. (Policy 8405, 8431, 8431.01)

### **VISITORS**

Visitors, particularly parent/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions.

Students may not bring visitors to school without first obtaining advanced written permission from the principal.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian/library aide. Books and periodicals (*not the most recent issue*) on the shelves may be checked out for a period of three weeks. To check out any other materials, contact the librarian/library aide. To avoid fees, all materials checked out of the library must be returned to the library by the end of each term.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **LOST AND FOUND**

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule may lead to disciplinary action.

### **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **PERSONAL COMMUNICATION DEVICES**

## Electronic Communication Device Policy (Policy 5136)

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2)



engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

Students who violate this policy will face the following disciplinary consequences: (Any electronic device or combination thereof).

**1<sup>st</sup> offense** – Warning – device is requested to be turned off.

**2<sup>nd</sup> offense** – Teacher confiscates for the class period.

**3<sup>rd</sup> offense** – Phone is turned into the main office where a parent/guardian must pick up.

**Students refusing to relinquish their PCD may receive an in-school or out-of-school suspension. If they still refuse the proper authorities will be called.**

## **WEAPONS**

The Board of the School District of Manawa prohibits possession, use or threat to use, or storing of a weapon or look-alike weapon on school premises before, during, or after school, or at any school-sponsored activity. "School premises" includes a school building, school bus or vehicle, or any other school facility (including any school transportation facility, whether owned or contracted by the District). Students may not have live ammunition on the school site.

Determination of whether an item constitutes a weapon under this policy shall be made in accordance with established procedures. Exceptions to this policy include items which otherwise might be classified as weapons which are brought or transported to school premises or activities as part of a recognized activity for which the item is required, unless such is prohibited by law. (Examples might include but are not necessarily limited to guns handled by a staff member in a gun safety class, a look-alike gun which might be used in a dramatic activity, a gun bayonet which might be part of a history lesson, or a starting pistol used by a staff member in a track athletic event.)

Teachers should advise the appropriate building administrator beforehand of any activity or lesson necessitating the bringing to school of materials such as those described in this policy. Anyone found to be in violation of this policy is subject to discipline and/or legal action. If any part of this policy is held to be invalid under operation of the law, it shall not affect other parts of this policy which may be in compliance with the law.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located across from the main office which may be used for posting notices after receiving permission from the principal.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. 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.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

## LUNCH PROGRAM

### \*Hot Lunch & Breakfast Prices for 2021-2022 School Year:

<b>Hot Lunch (Per Day)</b>	
Manawa Middle School	\$3.00
<b>Breakfast (Per Day)</b>	
Manawa Middle School	\$1.50
<b>Milk (Per Day) *</b>	\$.40

Reduced price is **\$.30** for breakfast and **\$.40** for lunch **for all qualifying students in the district.**

**\*All breakfast and lunches will be free for all children 18 years old and younger living in the School District of Manawa. The SDM is participating in a federal program run through the U.S. Department of Agriculture (USDA) Food and Nutrition Service ((FNS). This program may be terminated at any time subject to the availability of this funding. Students may also bring their own lunch to school for consumption in the school's cafeteria.**

**Applications for the school's Free and Reduced-Priced Meal program are distributed to all students and may be applied for at any time during the year.**

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

### GRADES

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Also, please refer to SDM (Policy 5421).

The School uses the following grading system:

#### Grading Scale for all students:

A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	0-64

#### Marking System:

(A)	Excellent
(B)	Good
(C)	Average
(D)	Below Average
(F)	Failure

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course, which is part of a sequence, must repeat and pass that course to continue in the sequence.

(I) Incomplete: When a student's work is not completed by the end of the quarter due to the student's absence from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the "I" becomes an "F".

(W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F unless granted administrative exception.

## **GRADING PERIODS**

Report Cards: At the end of each semester, students receive report cards containing their final semester grades in all of their courses. The grades on the semester report card become a part of each student's permanent record.

At the end of the nine-week period a report card indicating quarterly grades is issued. This quarterly grade is a progress report to give students, parent/guardians, and the counselor an idea of the student's work at that point. The quarterly grade is not an official grade. It does not appear on any official record and in no way affects credits, average, or rank in class.

Parent/guardian / Teacher Conferences: Parent/guardian/teacher conferences will be held for the purpose of evaluation of student progress in school. Parents/guardians are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. Any time a parent/guardian wishes to see his/her child's records or confer with a teacher they should make an appointment through the High School office.

## **PROMOTION, PLACEMENT, AND RETENTION**

### **Grades 6-8 Level**

Criteria: To be promoted all students in grades 6-8 must demonstrate adequate progress in core subject areas. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "D" or higher in grades six through eight. If adequate progress is not evident, based on the report card scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.

The multiple measures to consider may include, but are not limited to:

- A. Wisconsin School Assessment System Examination scores
- B. Response to Intervention/Instruction documentation
- C. Local assessments
- D. Teacher recommendations
- E. Demonstrate adequate progress toward attainment of annual goals specified in the Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student.

### **Remediation Opportunities**

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents/guardians of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students, with the support of their parents/guardians, can take full advantage of Response to Intervention/Instruction (RtI) time, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion. Students' progress in meeting grade-level criteria will be monitored using universal screeners.

Please refer to the School District of Manawa Response to Intervention (RtI) Plan for further information. This document can be found on the school webpage.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Department.

### **Honor Roll**

**High Honor** 4.00    **Honor** 3.50 – 3.99    **Honorable Mention** 3.00 – 3.49

## **ATHLETIC AWARDS**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (Policy 7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal

attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent in the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy and its accompanying guidelines by signing a written agreement during the annual student registration.

Beginning in grade three (3) students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-



up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their user privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

### **SYNCHRONOUS EDUCATION – STUDENT ACCOUNTABILITY AND CONDUCT (Policy 5500.01)**

The School District of Manawa expects students participating in remote learning to follow school rules during synchronous instruction and when interacting with staff and students in a virtual setting. Students may be disciplined for violating school rules during virtual instruction even though the student is not present on District property.

#### Synchronous Instruction Accountability and Internet Safety

Synchronous instruction requires students to access their educational program online. There are certain risks inherent in all online activities. Students must comply with the following standards and expectations to protect themselves and others.

- The District's Acceptable Use policy applies to all students participating in the District's virtual educational programs and online class activities.
- Use only one (1) username and password.
- Use an appropriate profile picture for any virtual accounts.
- Do not share your username or password with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student's ability to access virtual instruction or disclose anyone's password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District's virtual instruction resources for any illegal activities.
- Do not use District virtual instruction resources to send unsolicited electronic-mail messages not pertaining to class (e.g., SPAM).
- Do not use the District's virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not share classroom/small group video or classroom/small group recorded video with third parties (parent(s)/guardian(s) and siblings, excluded) – This includes private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the Internet.

#### Conduct During Synchronous Instruction

Synchronous instruction is similar to in-person instruction, but presents unique opportunities and challenges. Students are expected to be engaged and courteous to others during synchronous instruction and other class activities as they would during in-person instruction in a classroom. The District's Student Code of Conduct applies to all students participating in the District's synchronous instruction and online class activities. Students are expected to obey the following standards and expectations, as well:

- Sign-in for virtual instruction and activities using the appropriate, designated username and password.
- Do not allow siblings or other members of the household to participate in virtual instruction unless authorized by the virtual class teacher (they may observe but notice should be provided that they are doing so).
- Review typed messages before sending them to remove easily misinterpreted language and proofread for typos.
- Private messages during virtual instruction should be kept to a minimum.
- Engage in virtual instruction discussions in a respectful manner that abides by the following standards:
  - Avoid sarcasm, jargon, and slang;
  - Vulgarity is not acceptable;
  - Do not use images, "GIFs," or "Memes" in place of written responses or comments, unless specifically directed to do so by a staff member;
  - Focus responses on the questions or issues being discussed, not on the individuals involved.
- Do not make inappropriate comments verbally or via direct messages. Inappropriate messages include, but are not limited to, those that contain:
  - threatening messages or images;
  - insults or attacks of any kind against a person;
  - obscene, degrading or profane language or images;
  - repeatedly sent unwelcome messages or images that harass the recipient; and
  - material that is defamatory or intended to annoy, intimidate, or bully others.

If a student or his/her parent(s)/guardian(s) has any questions about the rules, standards, and expectations applicable to students participating in the District's synchronous educational programs and online class activities, the student should immediately contact the Principal.

### **STUDENT ASSESSMENT**

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop and present to the Board annually a program of testing and assessment that includes:

- A. State-required tests;

- B. curriculum-based written and oral examinations that include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- C. assessment tests.

The Board requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

**Parental Opt Out of Assessments (students)**

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal or District Assessment Coordinator stating that the parent is opting out of the examination(s).

**SECTION III - STUDENT ACTIVITIES**

**SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board of Education. Authorized groups include:

Co-curricular activities will include:

- FOR Club, Ski Club, Forensics, Solo & Ensemble, Class Officers, Yearbook, Bowling Club, Archery Club

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

**NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

### **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

### **ATHLETICS**

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (920) 596-5831.

Basketball	Wrestling	Cross Country	Football
Track and Field	Volleyball		

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

#### **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 exempted, that the school is in session. All students must attend 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 the District's Administrative Guidelines. Please see (AG5200)

- Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

#### **Excuse for Absence**

A parent/guardian of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the principal, Mr. Wolfgram, who serves as the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

#### **Excused Absences**

A student shall be excused from school for the following reasons:

##### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 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, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

##### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 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 his or her 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.

### **Permission of Parent/Guardian**

The student may be excused by his or her parent/guardian 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:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend a funeral
- legal proceedings that require the student's presence
- vacations
- weather related - As parents, you are the final authority as to whether you believe it is safe for your child to get to school. If you believe that it is too cold or the snow is too deep or the weather is too unsettled, your decision may be to keep your child home. You have the right and responsibility to make attendance decisions for your children based on your individual circumstances. Please notify your student's school as you would for any other absence.

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

### **Religious Holiday**

The student wishes to observe a religious holiday consistent with the student's creed or belief.

### **Suspension or Expulsion**

The student has been suspended or expelled.

### **Program or Curriculum Modification**

Students may be excused 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.

### **High School Equivalency – Secured Facilities**

A student may be excused 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. The student and his/her parent/guardian or guardian must agree that the student will continue to participate in such a program.

### **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.

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

- Quarantine: Quarantine of the student's home by a public health officer.
- Illness of an Immediate Family Member
- Emergency: An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

**Pre-Arranged Absence:** Students absent for reasons other than the above will be considered unexcused with this exception: parents may PRE-EXCUSE their child for any reason for up to ten days per year. This means that any absence for reasons other than the above may be excused providing there is a WRITTEN PRE-ARRANGED FORM. (Forms may be picked up in the office prior to the date of absence.) If it is not PRE-ARRANGED, it will be considered UNEXCUSED.

### **Truancy**

A student will be considered truant if he or she is absent part or all of one 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 or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

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 will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. If a student is unexcused or without prior approval of the absence, the student-athlete is not allowed to practice or play in an athletic event that evening.

Approved Absences: Personal illnesses, a death in the family or close relationship, religious holidays, or extreme emergencies are acceptable reasons for an absence. A **valid** excuse written by a parent must be presented to the office upon return to school, or a phone call from a parent/guardian on the day of absence, documenting the reason for the absence must be made to the school office. For a definition of a **“invalid”** excuse, see the following examples:

#### Examples of Unexcused Absences:

- Oversleeping
- Stayed home to finish homework
- Working
- Missing the bus/car wouldn’t start
- Job hunting
- Shopping/haircut/pictures
- Leaving school without permission

### **Habitual Truancy (AG5000)**

A student is considered a habitual truant if he or she 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. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts’ Truancy Plan are carried out.

#### Parent/Guardian Responsibilities

It is the responsibility of the student’s parent/guardian to ensure that their child attends school regularly. Parent/guardians are expected to provide an excuse for all absences.

#### Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

### **Students Leaving School During the School Day**

**Closed Campus:** Manawa Middle School operates under a closed campus policy.

#### **Honor Pass**

The Honor Pass is a program that has been designed collaboratively with staff and students that provides student choice and incentivize academics and positive behavior. The staff and students believe that this program helps to support the school's Positive Behavior Interventions and Supports (PBIS) program as well as prepare students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.

#### **Qualifications:**

- GPA of 3.00 or higher
- Completed Application Form
- Teacher recommendations
- Parental approval

#### **Privileges:**

- Opportunity to go to the gym, commons, or the student lounge in the library during RtI. (grades 6-12)
- Opportunity to meet with an instructor of their choice for enrichment, remediation, homework assistance.

#### **Honor Pass Revocation**

Honor Passes can be revoked by any School District of Manawa staff member for the following reasons listed below. Parents and the police also have the option of revoking the privilege by contacting the school.

- Failing grades
- Five tardies in a semester
- One Discipline Referrals
- Parental request
- No unexcused absences

Administrative discretion may be used for honor pass appeals and reapplication procedures.

No staff member shall permit or cause any student to leave 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 parent/guardians.

No student will be released to any government agency without proper warrant or written parent/guardian permission except in the event of an emergency as determined by the principal.

**Notification:** When a student's attendance for the day is unexcused, contact will be made to the parent/guardian. A message may be left on an answering machine. The parent/guardian will then have 2 days to notify the school office, either by phone or written note, stating the reason for the absence. If after 2 days the office has not received notification for the unexcused absence, the student then becomes truant and will be referred to administration for disciplinary action.



## **Make-Up Course Work and Examinations**

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examination. 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.

### **Unexcused Absences**

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

A student whose absence from school was unexcused 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 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 is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work 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.

### **TARDINESS**

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. All students who are tardy to school must report to the attendance office to sign in.
- d. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

**Cases of truancy/tardiness will be referred to the school principal to plan options for addressing the truancy concern.**

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

On the day of an event, students must attend school or be pre-excused from school by a parent/guardian for admission into an athletic/nonathletic activity. Final decision to be rendered by the administration. (Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)

However, in order to ensure that students attending evening events as nonparticipants are safe, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **CODE OF CONDUCT**

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. This code applies to all Little Wolf High School students on a year-round basis. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unsatisfactorily on a participant/athlete or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.
- Purchase use or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed, or offered.
- Being in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave the premises the moment they become aware of others illegally possessing and/or using alcohol or controlled substances, even if the student is not consuming or using the illegal substances.
- If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.
- If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

**Athletic Activities:**

- An athlete who is charged with a violation of training rules or any regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

**Athletic & Non-Athletic Activities:**

- A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
  - a. The student/athlete admits the conduct constituting a violation
  - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
- The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

**Penalties for Violation of Co-Curricular Activities Rules**

**Athletic Activities**

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades seventh through twelve. Code of conduct violations will stay with incoming freshman from the Middle School until the entirety of the suspension is fulfilled. Once a middle school infraction is fulfilled, future infractions as a high school student will be treated as a first offense.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

Listed below is the number of contests students would have to sit out if they violated the co-curricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation,

fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					
*25%	1	1	1	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fractions of percentages have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.
- Teams that automatically qualify for Regional competition are counted in the total number of competitions.

### Completion of Suspension

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

### Non-Athletic Activities

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

### Athletic & Non-Athletic Activities

- Any student, who in good faith, refer themselves or parents/guardians who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

### Appeal Procedure

- The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation

purposes or suspend the enforcement of the suspension. All decisions rendered by the appeal board are considered final.

### **Sportsmanship**

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

### **Membership**

#### Section 1 – Required Documentation

- A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
- 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
  - 2) Current physical exam form to participate in sports or alternate year card
  - 3) Sports fee paid or fee waive turned into school office.
  - 4) Concussion information sheet must be obtained by athletic director.

#### Section 2 – Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury.
- B. Physical examinations are good for two years from the date the physical was given.
- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings – “hole in one win a car”**
  - Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend other arrangements must be made.

### **Academic Eligibility**

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- Athletes who earn an “F” at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate in 25% of the total games or appearances of that sport’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension

ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.

- Athletes who receive one “F” at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive two “F’s” at the conclusion of a nine-week grading period will be ineligible to participate in 50% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive three or more “F’s” during a nine-week grading period will be ineligible to participate in all games or appearances of that sport for the entire 9 week grading period. This does not prohibit an athlete from practicing or assisting with the activity, with the coach’s approval. If the athlete is in mid-season, the consequence will move forward into the next athletic season to fulfill the 9-week rule. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- An athlete who is enrolled in any state-approved Exceptional Educational Needs program, and who receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- Athletes who attend summer school for remediation, must receive the grade of “pass” to be eligible for any failure infraction and penalty. See the rules stated above as they apply.

**Attendance: (Athletic & Non-Athletic Activities)**

**Student Athletes must attend a full school day to participate in athletics that evening or provide an excuse from a doctor or have prior administrative approval. School-related absences do not apply. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor’s excuse.**

- **(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)**
- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.

**Students may not compete, perform, practice or attend on days of an out-of-school suspension.**

- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all practices and be non-participants during the time of their suspension.

### **Travel and Conduct on Trips**

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
  - Show appropriate respect for all adults and authority figures.
  - Show courteous and well-mannered behavior.
  - Show appropriate sportsmanship at all times.
2. It is the student/athlete's responsibility to represent our school and community in a positive manner.
3. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
4. A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
5. If no prior approval, permission by a parent/guardian/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule five (5).

### **Injuries, Accident Reports and Insurance Coverage**

1. The school has purchased a group insurance policy, but it will not cover any interscholastic sports injuries. If a parent would like to purchase a voluntary interscholastic athletic insurance plan, a form would be available at the school offices upon request.
2. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the Manawa Middle School office.
3. It is the policy of the School District of Manawa to have a medical release from a medical physician following any severe injury.
4. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions).

### **Care of Equipment**

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.

3. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor on the team equipment turn-in day or within two weeks of the final competition or practice. Bills for missing equipment will be sent out one week after the team equipment turn-in day.in charge. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
4. A student/athlete will not participate in another activity until all equipment is returned and fines have been paid.
5. A student/athlete will not receive any “end of the season” awards until all equipment is returned and fines have been paid.

### **Practice, Competition, Contests (Athletic & Non-Athletic Activities)**

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director’s discretion.
3. All athletes/members and/or parent/guardians/guardians are asked to give each coach **a 24-hour courtesy period** before contacting the coach/advisor regarding an issue or concern following an event.

### **Changing a Sport/Activity**

A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

### **Multi-Sport Participation**

The Multi-Sport Participation Policy allows students to participate in two (2) sports/organizations during the same season, regardless if the sports are individual or team-oriented. If a student desires to participate in 2 sports during the same season, they must do the following prior to the start of any season:

1. Submit a completed contract to the Athletic Director prior to the first scheduled contest. This form includes:
  - Permission from his/her parent or guardian to compete in 2 sports in the same season.
  - Declaration by the student of the priority sport for tournaments in the event of scheduling conflicts.
  - Approval by the Head Coach(s) of each sport.
  - Signature of student’s agreement to coordinate the practice/contest schedule for the season in coordination with the coaches.
  - Signature of the Athletic Director.
2. The athlete must participate in at least one regular season event in the secondary sport so that they are eligible to participate in the conference tournament in that sport.



3. The Athletic Director will share the list of multi-sport athletes with the Central Wisconsin Conference Commissioner and the other CWC Athletic Directors prior to the start of each season.

It is the goal of the Athletic Department to have continuous communication between student athletes, coaching staff, and the Athletic Department to avoid putting athletes in difficult situations.

If a student quits a primary sport, the student will need consent from both coaches to participate in any of the secondary sports from that point forward that season. If a student quits a secondary sport, the student will only be able to participate in the primary sport from that point forward that season.

The following Multi- Sport Priorities have been established for the benefit of all athletes:

1. Games come before practices.
2. Tournaments come before games.
3. Districts come before games and tournaments.
4. State comes before all else.

### **Pre-Season Meeting**

Portions of this Student Handbook shall be presented to each student during a mandatory pre-season meeting and/or the first day that he/she reports for a co-curricular activity. A physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at that time. The original signed form for the Student Handbook, physical card, Concussion Form, and Emergency Form shall be kept on file in the Manawa Middle School office. The Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

### **Parent/Guardian Involvement**

Parent/guardian attendance at pre-season meetings is required and involvement throughout the season is encouraged. If a parent/guardian cannot attend they are required to review the presentation on the SDM webpage and submit answers to the posed questions.

## **ATHLETIC CO-CURRICULAR ACTIVITY FEES 2021-2022**

Following is the list of Athletic Co-Curricular Activities and their fees for the Middle School:

Basketball (7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
Cross Country (6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades)	\$15.00
Football (7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
Track (6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades)	\$15.00
Volleyball (7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
Wrestling Club (6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
<b>Maximum per Middle School student</b>	<b>\$30.00 per year</b>
<b>Maximum Family</b>	<b>\$150 per year</b>

Check fees are to be made out to Manawa Middle School

## **DRESS AND GROOMING (Policy 5511)**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, strapless, or off the shoulder garments worn.
- Hats, caps, headwear, jackets/coats, bulky outerwear, large chains, jewelry with sharp objects, low riding pants, hoods, etc., are not allowed to be worn in the school.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Would I interview for a job in this outfit? (Yes)
5. Am I dressed appropriately for the weather? (Yes)
6. Do I feel comfortable with my appearance? (Yes)

#### Reporting Concerns:

Anyone in violation will be sent to the office.

If a dress code violation occurs, the following steps will be taken:

- **First Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc.,
- **Second Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and a parent/guardian will be notified by phone.

Students attending after school events need to follow the dress code. This includes, but not limited to sporting events, and school concerts.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage

or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

### **STUDENT CODE OF CLASSROOM CONDUCT (POLICY 5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board for that purpose, consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board periodically.

Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school. Staff must still report such threats as described in Policy 8462.01 - Mandatory Reporting of Threats of Violence.

### **STUDENT CODE OF CLASSROOM CONDUCT (AG 5500)**

#### **Introduction**

The District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by

the Board, the administration, and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of Classroom Conduct was developed in consultation with a committee of School District residents consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board.

The Code of Classroom Conduct will be reviewed annually by the Board.

### **Grounds for Removal of a Student From Class**

Generally, standards for student conduct throughout the schools of the District should be the same. However, each school is expected to specify particular rules and procedures suited to the specific needs of the school.

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint, and understanding applied to any difficult situation will go furthest in resolving such matters. However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the building Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the District from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive or unruly;

Such behavior includes, but is not limited to the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.

4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.

D. interferes with the ability of the teacher to teach effectively;

Such conduct includes, but is not limited to, the following:

1. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.

E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;

F. is inconsistent with class decorum and the ability of others to learn.

Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

#### **Procedure For Student Removal From Class**

When a student is removed from class, the teacher shall send or escort the student to the Principal (or his/her designee) and inform the Principal of the reason for the student's removal

from class. The teacher shall provide the Principal with a written explanation of the reasons for removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal should give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

### **Student Placement**

The Principal shall place the student, who has been removed from a class by a teacher, in one (1) of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

When making the placement decision, the Principal should consider all relevant factors including, but not limited to, the following:

- A. the reason the student was removed from class;
- B. the severity of the offense;
- C. the type of placement options available;
- D. the estimated length of the placement;
- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions such as suspension or expulsion.

The Principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures.

### **Parent Notification Procedures**

The Principal shall provide the parent of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion, for the particular classroom conduct and/or other disciplinary incidents, the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

**Recordkeeping**

A record of a student's misconduct as well as disciplinary actions, suspensions and expulsions are to be made a part of the student's permanent record.

**Students With Disabilities**

A student with a disability under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under law. Where this Administrative Guideline conflicts with State or Federal law, the law shall govern.

**Definitions**

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that s/he hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extra-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

**Non-Discrimination**

The District will not discriminate in standards and rules of behavior, or disciplinary measures, including suspension and expulsion, on the basis of sex (including transgender 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 law (hereinafter referred to as "Protected Characteristics").

**Parental and Student Notification**

The District shall provide students and parents with a copy of the Student Code of Classroom Conduct at the beginning of each school year.

**OTHER FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

**Informal Discipline**

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- Lunch-time & after-school detention;
- In-school restriction
- Possible use of Saturday School – Saturday morning detention



### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation.

**In-School Suspension** - The following rules shall apply to In-School Suspension.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cell phones, personal gaming/music devices, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

### **DRUG ABUSE PREVENTION (Policy 5530)**

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

- As educational institutions 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:
- All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals that release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes": Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **USE OF TOBACCO AND NICOTINE BY STUDENTS (Policy 5512)**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

### **Exceptions**

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or “adult” student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

### **Policy Specific Definitions**

The term “any time” means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term “imitation tobacco product” means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term “off-campus, school-sponsored event” means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. “Smoking” also includes carrying or using an activated electronic smoking device.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

## **SUSPENSION AND EXPULSION (Policy 5610 and AG5610)**

### **A. Suspension**

#### **1. Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

#### **2. Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing

of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parent/guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent/guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. aural notice may also be given to the student's parent/guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below:

- If the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent/guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. **Co-Curricular or Extra-Curricular Participation**  
A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. **Expulsion**

1. **Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent/guardian if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent/guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

### **Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **SEARCH AND SEIZURE (Policy 5723)**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **STUDENT'S RIGHTS OF EXPRESSION (AG 5723)**

In accordance with Board of Education Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

- A. is obscene to minors;
- B. is libelous;
- C. is pervasively indecent or vulgar;
- D. advertises any product or service not permitted to minors by law;
- E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- F. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

### **Procedures**

Any student wishing to distribute or display non-school material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

- A. name of the student or organization
- B. date(s) and time(s) of day of intended display or distribution
- C. location where material will be displayed or distributed
- D. the grade(s) of students to whom the display or distribution is intended

The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place, and manner restrictions listed below. If permission to distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Permission to distribute or display material does not imply approval of its contents by either the School, the administration of the School, or the Board.

The student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution/display of the written material is appropriate.

### **Time, Place, and Manner of Distribution or Display**

The distribution or display of written material shall be limited to a reasonable time, place, and manner as follows:

- A. No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
- B. No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

### **Definitions**

The following definitions shall apply:

- A. "Obscene to minors" is defined as:
  - 1. the average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors;
  - 2. the material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
  - 3. the material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- B. "Minor" means any person under eighteen (18) years of age.

### **Disciplinary Action**

Distribution or display by any student of non-school-sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in AG 5600 and/or AG 5610.

Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

### **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student council.

### **SECTION V - TRANSPORTATION**

#### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students.



Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a written request from a parent/guardian is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following rules and behaviors are expected by Kobussen and the district of all students:

#### **Previous to loading (on the road and at school)**

Each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a road until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parent/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### **During the trip**

Each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, play games or play cards, etc.;
- Not tamper with the bus or any of its equipment.

#### **Leaving the bus**

- Each student shall:
- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education may authorize the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

- Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent/guardians assume full responsibility for any transportation to and from School not officially provided by the school.
- The following rules shall apply.
- Parking lot speed limit is 5 mph.
- **SNOWMOBILE PERMIT \$ 5.00**

A new snowmobile permit is required every year. It must be displayed on the side of the snowmobile visible for the police to see. There will be a fine for students not displaying the snowmobile permit.

- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parent/guardians and approved by the Principal.
- No other students can be driven to a school-sponsored activity by the approved student driver without a note from parent/guardians of passenger students granting permission and approval by the Principal.

**Addendum A**

**SCHOOL DISTRICT OF MANAWA**

HARASSMENT COMPLAINT FORM (Attach additional sheets if necessary)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/guardian

Name: \_\_\_\_\_

Who did the harassment? \_\_\_\_\_

Describe the harassment. Include time, dates, and location for each incident:

\_\_\_\_\_  
\_\_\_\_\_

What was your reaction or what action did you take?

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses or anyone else who has information relevant to this complaint:

\_\_\_\_\_  
\_\_\_\_\_

I understand these incidents will be investigated and that this form will be kept confidential as much as possible.

No person shall provide false information at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

\_\_\_\_\_  
(Signature)

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Please review the attached student information, read this page carefully then sign at the bottom.



For the protection and safety of your child, you are being asked to carefully review the attached student registration/emergency form. Please do each of the following:

- Line-out and make legible corrections (preferably using a colored pen)
- Provide current insurance information
- Update all contact information

*My signature at the bottom of page indicates that the health information is correct and/or all needed corrections have been noted on the form.*

In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my (son / daughter) \_\_\_\_\_ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities and medical staff will prevail. Anytime the above information changes, I will notify the school. Completed information is to be confidentially shared with school staff as medically indicated.

My signature at the bottom of this form gives consent as stated above.

**2021 – 2022 Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement:**

I have been given the opportunity to view and/or obtain any of the above information for review. My child(ren) and I have read and understand the information contained in each section. By signing below, we agree to follow the rules and guidelines within the Student/Parent/Guardian Handbook, Including Co-Curricular Code of Conduct. I am aware that the Handbook and Code of Conduct are available on the School District of Manawa website, in each student's offline Google Drive folder, and available in paper form at each District building.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Student Handbook

2021-2022



*Students choosing to excel; realizing their strengths.*

Little Wolf High School  
School District of Manawa  
515 E. Fourth Street  
Manawa, WI 54949

Telephone: (920) 596-2524 – Fax: (920) 596-2655

[www.manawaschools.org](http://www.manawaschools.org)

# **Little Wolf High School Student Handbook 2021-2022**



Dear Students and Parent/guardians:

Welcome to the 2021-2022 school year. We are extremely excited about this school year. This handbook has been designed to help answer your questions about the procedures used in this district and specifically this building. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office. I look forward to a tremendous year working together.

Yours in education,

Dan Wolfgram

- Dan Wolfgram, Principal (920) 596-5310
- Danielle Brauer, Elementary Principal & Director of Special Education, (920) 596-5301
- Athletic Director, Brad Johnson and Dan Wolfgram (920) 596-5818
- Janine Connolly, School Counselor (920) 596-5802
- Carrie Koehn, Administrative Assistant, (920) 596-5800
- Krystal Draeger, Health & Attendance Paraprofessional (920) 596-5801
- Jeff Bortle, Dean of Students, 920-596-5806

Board of Education Approval:  
Student Handbook adopted July 2021

# School District of Manawa 2021-2022 Calendar



JULY '21						
S	M	T	W	T	F	S
				1	<del>2</del>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
2 Contracted Teacher Floating Wk Days New Curriculum Floating Wk Day						
July 2 Independence Day Observed						
21 student days						

AUGUST '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Aug 25 New Teacher Orientation Aug 26, 30 Teacher In-Service Aug 31 All District Staff In-Service						
Aug 31 Back to School Night 3:30-6:30						
21 student days						

SEPTEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	<del>6</del>	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Sept 1 First Day of School - Full Day Sept 6 No School						
21 student days						

OCTOBER '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	<del>29</del>	30
31						
Oct 28 Half Day & P/T Conf 12:30-7:30 Oct 29 No School						
19.5 student days						

NOVEMBER '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	<del>25</del>	<del>26</del>	27
28	29	30				
Nov 24 Half Day Nov 25-26 No School						
19.5 student days						
Nov 5 First Quarter ends (45.5 days)						

DECEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	<del>23</del>	<del>24</del>	25
26	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	
Dec 23-31 No School						
16 student days						

JANUARY '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<del>24</del>	25	26	27	28	29
30	31					
Jan 24 No School Jan 24 Teacher In-Service/Records Day						
20 student days						
Jan 21 Second Quarter ends (45.5 days)						

FEBRUARY '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<del>21</del>	22	23	24	25	26
27	28					
Feb 3 & 10 P/T Conf 3:30 - 7:30 Feb 21 No School Feb 21 Teacher In-Service						
19 student days						

MARCH '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
March 7-11 No School						
18 student days						

APRIL '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	<del>15</del>	16
17	<del>18</del>	19	20	21	22	23
24	25	26	27	28	29	30
Apr 15 No School Apr 18 No School / 1st Make-Up Day						
19 student days						
Apr 1 Third Quarter ends (43 days)						

MAY '22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	<del>30</del>	31				
May 28 Commencement May 30 No School						
21 student days						

JUNE '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
June 1 Full Day June 3 Last Day of School - Full Day June 3 Teacher After School Records						
4th Quarter 42 days						

Wednesdays - 1 Hour Early Dismissal for Professional Development (marked in green)						
176 Student Days						
The first three snow days are not made up. In the event of a fourth snow day, April 18 will become a student day.						

BOE Approved 4/26/2021

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This Student/Parent/guardian Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardians may have during a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal Dan Wolfram or the School Counselor.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after JULY 2021 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

### **MISSION OF THE SCHOOL - *Creating solid foundations for lifelong success***

### **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of 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 any of its student program and activities.

This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective basis for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;

- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Any person who believes that the Little Wolf High School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer/Title IX Coordinator listed below:

Dan Wolfgram  
Principal (920) 596-5310  
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Business Manager (920) 596-5332  
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If at any time during the investigation process the investigator determines that the complaint is properly defined as bullying 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.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Little Wolf High School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action 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.

### **Harassment Policy\***

*\*Parent/guardians and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment (Policy 5517) and Bullying (5517.01) available on the District website or by contacting the school's main office.*

### **Student Anti-Harassment - Summary of Board of Education Policy**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual 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 unlawful harassment. This policy applies to conduct occurring 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 action 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.

## **Definitions**

- Bullying (See the bullying policy immediately following this section)
- Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:
  1. Places a student in reasonable fear of harm to his/her person or damage to his/ her property;
  2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  3. Has the effect of substantially disrupting the orderly operation of a school.
- Sexual Harassment: Unwelcome sexual advances, requests of sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Important...parent/guardians and students are encouraged to read the entire Board of Education policy with corresponding examples.
- Other forms of harassment such as race/color, religion, national origin, and disability are defined in the full text of the Board of Education policy.

## **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a school staff member (teacher, counselor, or principal, Title IX Coordinator for example) so the conduct can be addressed before it becomes severe, pervasive, or persistent. The District will investigate as described below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

The reporting procedures are as follows:

1. Any student, parent/guardian of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or district compliance officer.
2. The reporting party shall be encouraged to use a report form (See Addendum A) available in each school main office, but oral reports shall be considered complaints as well.
3. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal will designate one male and one female staff person (designated as Complaint Coordinators and Title IX Coordinator) to receive reports of harassment prohibited by this policy.

## **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligation under state and federal law.

## **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 and the ages and maturity levels of the students.

## **Retaliation**

Any act of retaliation 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 is prohibited.

**SCHOOL DISTRICT OF MANAWA HARASSMENT COMPLAINT FORM** – Addendum A at the end of this handbook.

**Bullying (Policy 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

**Definitions**

**“Bullying”**

Bullying is deliberate or intentional behavior using word 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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyberbullies do not have to own their own actions, or fear punishment for their actions, as it is usually very difficult to identify cyberbullies;
4. Furthermore, the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased with cyberbullying;
5. Cyberbullies can impersonate others with the intent to embarrass or harm them or hack into, or otherwise gain access to, another's others' electronic accounts (emails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender 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. Harassment is prohibited by Policy [5517](#) – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of hazing and instances that could possibly be construed as hazing, consult Policy [5516](#).

### **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or the dean of students, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or the dean of students, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender 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, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to, reprimand, suspension, or possible expulsion. Furthermore, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, of the remedial action that has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

### **Retaliation**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying incidents. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliating and intentionally making a false report may result in disciplinary action.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

## **Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed, for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, that includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## **SEXUAL HARASSMENT**

"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 programs;
- 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 either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment 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. 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;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. 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;
- F. 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, telephones calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. 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:

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, Title IX Coordinator, or the District Administrator.

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is also 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 work place, 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.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and 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.

#### **SECTION 504/ADA COMPLAINT**

Any person who believes that the Little Wolf High School or any staff person has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Janine Connolly  
School Counselor, (920) 596-5802  
[jconnolly@manawaschools.org](mailto:jconnolly@manawaschools.org)

The complaint procedure is available in the school office.

## **SCHOOL DAY/BELL SCHEDULES**

### **LITTLE WOLF HIGH SCHOOL BELL SCHEDULE**

**Warning Bell: 7:40**

#### **High School**

**Period 1 7:45 – 8:35**

**Period 2 8:39 – 9:29**

**Period 3 9:33 – 10:23**

**Period 4 10:27 - 11:17**

**Period 5 11:21 – 12:11**

**Lunch 12:11 – 12:41**

**Period 6 12:45 – 1:35**

**Period 7 1:39 – 2:29**

**RtI 2:33 – 3:05**

## **EARLY RELEASE BELL SCHEDULE**

**Warning Bell 7:40**

### **High School**

**Period 1 7:45 - 8:26**

**Period 2 8:30 - 9:11**

**Period 3 9:15 - 9:56**

**Period 4 10:00 - 10:41**

**Period 5 10:45 - 11:26**

**Lunch 11:26 - 11:56**

**Period 6 12:00 - 12:41**

**Period 7 12:45 - 1:26**

**RtI 1:30 - 2:05**

*\*Wednesday Early Dismissal will be 2:05 p.m., except on  
September 1<sup>st</sup> and June 1<sup>st</sup> - dismissal will be at 3:05 p.m.*

## **20 - Minute HOMEROOM SCHEDULE**

**Warning Bell: 7:40 High School**

### **High School**

**Homeroom 7:45 – 8:05**

**Period 1 8:09 – 8:56**

**Period 2 9:00 – 9:47**

**Period 3 9:51 – 10:37**

**Period 4 10:41 - 11:28**

**Period 5 11:32 – 12:19**

**Lunch 12:19 – 12:49**

**Period 6 12:53 – 1:40**

**Period 7 1:44 – 2:31**

**RtI 2:35 – 3:05**

## **EARLY RELEASE ½ DAY BELL SCHEDULE**

**Warning Bell 7:40 High School**

### **High School**

**Period 1 7:45 – 8:11**

**Period 2 8:15 – 8:41**

**Period 3 8:45 – 9:11**

**Period 4 9:15 - 9:41**

**Period 5 9:45 – 10:11**

**Period 6 10:15 – 10:41**

**Period 7 10:45 – 11:11**

**Lunch 11:11 – 11:41**

**RtI 11:45 – 12:15**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Little Wolf High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

- Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parent/guardians in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

## **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents/guardians should contact the principal regarding procedures for such instruction.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students who are new to Little Wolf High School are required to enroll with their parent or legal guardian unless the student is at least eighteen (18). When enrolling, the parents/guardians will need to bring:

- A. A birth certificate or similar document;
- B. Custody papers from a court (if appropriate);
- C. Proof of residency; and
- D. Proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parent/guardian will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the counseling department. The office staff will assist parents/guardians in obtaining the official records from the other school.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (Policy 5101.01)

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parent/guardians, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent/guardian and are expected to follow all School rules.

### **SCHEDULING AND ASSIGNMENT**

Schedules are mailed out with the registration packet or upon enrolling. Schedules are also available through Skyward. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Student requests for schedule changes should be made within the first week of class. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent-or guardian.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer to another school, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents/guardians are encouraged to contact the school counselor for specific details.



## **OPEN ENROLLMENT**

The School District of Manawa will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the current relevant policies and rules of the District.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardian and completion of any required forms.

## **IMMUNIZATIONS**

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse/Health Paramedical.

## **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The School District of Manawa believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parent/guardian, and the filing of accident reports.

## **EMERGENCY MEDICAL AUTHORIZATION**

Per Board Administrative Guidelines (AG5330), every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

Every student will receive an Emergency Medical Authorization Form at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

## **ADMINISTRATION OF MEDICATIONS**

For purposes of this guideline:

- A. "Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any State.
- B. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.
- C. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- D. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Nonprescription drug products include cough drops that contain active ingredients. These cough drops must be handled in the same manner as aspirin, Advil and Tylenol.

If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

### **Prescribed Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the school nurse/health paramedical before the student will be allowed to begin taking any medication during school hours. This written and signed request form must be submitted on an annual basis, or more often if changes in dosage occur, and will include:
  - 1. student's name and date of birth;
  - 2. medication and dosage or procedure required;
  - 3. times required;
  - 4. special instructions including storage and sterility requirements;
  - 5. date prescribed medication will be started;
  - 6. date prescribed medication will no longer be needed;
  - 7. practitioner's name, address, and telephone number;
  - 8. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
  - 9. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
  - 1. student's name
  - 2. practitioner's name
  - 3. date
  - 4. pharmacy name and telephone
  - 5. name of medication
  - 6. prescribed dosage and frequency
  - 7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the Principal's office. Upon receipt of the medication, the health aide shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or the student. Two to four (2-4) weeks' supply of medication is recommended.

### **ASTHMA INHALERS AND EPI-PENS**

#### **Use of Metered Dose or Dry Powder Inhalers**

Asthmatic students may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when the following three (3) conditions are met.

1. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use an inhaler.

Asthmatic students who are not required to carry an inhaler shall follow the guidelines which apply to all other prescription medications and their administration.

### **Use of Epi-pen**

Students who may suffer from severe allergic reactions may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use an epi-pen when three (3) conditions are met.

1. The student is required to carry the epi-pen for use to prevent the onset of an allergic reaction, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use the epi-pen.

Students who may suffer from severe allergic reactions but are not required to carry an epi-pen shall follow the guidelines which apply to all other prescription medications and their administration.

School personnel are not required to administer a nonprescription drug product or prescription drug by means other than ingestion. However, personnel designated to administer medications may indicate a willingness to provide medications, in an emergency or special situation, by means other than ingestion. This is done only under the direction and delegation of the school nurse/health paramedical. The school nurse/health paramedical shall provide instruction and written protocols, as well as documentation that both were provided.

Dispensing of nonauthorized, nonprescription drug products by District employees to students served by the District is prohibited. Where investigation confirms such conduct, prompt corrective action shall be taken, up to and including dismissal.

To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

School personnel trained to administer medications shall keep a copy of the Administration of Medication Policy and Guidelines in an accessible spot for quick reference and have the right to refuse to administer medication to students when the required authorization forms and signatures have not been completed.

### **USE OF NONPRESCRIBED DRUG PRODUCTS**

In those circumstances where a student must take a Nonprescription Drug Product during the school day, the following guidelines are to be observed:

- A. The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse/health paramedical before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

1. student's name
2. date
3. name of medication
4. dosage and frequency
5. special handling and storage directions

#### **HEAD LICE (Policy 8451)**

If a child in the District is found to have lice, the child's parent/guardian will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" and no nits as criteria for return to school.

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES (AG8450)**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent/guardian of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a communicable disease as identified by the Wisconsin Department of Health Services. School officials will comply with notification requirements of the Department of Health and Human Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

#### **DIRECT CONTACT COMMUNICABLE DISEASES (AG8453.01)**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact Danielle Brauer (920) 596-5700.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities. Services are also available to students with limited English proficiency

### **STUDENT RECORDS (Policy 8330)**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

## **Address Confidentiality Program**

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that his/her parents not be permitted access to personally identifiable information from his/her records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  2. the parent or eligible student, upon request, receives a copy of the record;
  3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
  4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);
- In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their

consideration;

- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

### **DIRECTORY INFORMATION**

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. photograph;



- C. participation in officially-recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
- F. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

#### **INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing

educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Furthermore, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior

authorization from the Board. In addition, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

### **STUDENT FEES, FINES, AND CHARGES**

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

#### **HIGH SCHOOL FEES**

<b>FEES FOR EVERY STUDENT</b>	
<b>*District Fee</b>	<b>\$20.00</b>
<b>Junior Class</b>	<b>\$10.00</b>
<b>Sophomore Class</b>	<b>\$ 5.00</b>
<b>Freshman Class</b>	<b>\$ 5.00</b>

**\*If a family qualifies for free or reduced-price breakfast/lunch, the district fee is waived.**

<b>Student Parking Permits: New permit required each school year.</b>	<b>Required for all vehicles parked in the student parking lot</b>	<b>\$10.00</b>
<b>Snowmobile Parking Permits: New permit required each school year.</b>	<b>Required for all snowmobiles parked on school property (snowmobiles must be registered with the DNR and helmets must be D.O.T. approved).</b>	<b>\$ 5.00</b>

<b>OPTIONAL FEES</b>		
	<b>Student Athletic Pass</b>	<b>\$ 5.00</b>
	<b>Yearbook</b>	<b>\$50.00 - \$60.00</b>
<b>Sports Fees</b>	<b>Student Max \$75 / Family Max \$150</b>	<b>\$30/sport</b>

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

### **STUDENT FUND-RAISING (AG5830)**

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.
- 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.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students are expected to use school-issued locks for use during physical education classes.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to review any instructional materials including those related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. For additional information please see (Policy 9130, 2414, and AG9130)

## **MEAL SERVICE**

All breakfast and lunches will be free for all children 18 years old and younger living in the School District of Manawa. The SDM is participating in a federal program run through the U.S. Department of Agriculture (USDA) Food and Nutrition Service ((FNS). This program may be terminated at any time subject to the availability of this funding. Students may also bring their own lunch to school for consumption in the school's cafeteria.

**ONLY students in grades 9-12 who have met the criteria for an Honor Pass will be allowed to leave campus for lunch.**

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students and may be applied for at any time during the year. Extra applications can be obtained in the school office.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WDUX ----Waupaca 92.7  
WBAY-CH 2  
WSAW-CH 7  
NBC 26

WFRV-CH 5  
WLUK-CH 11

If there is no announcement made on the radio and television stations, school will be open and the buses will be running. If the weather should turn severe during the day and buses are sent out early, an announcement to this effect will be made on the above stations. Parents/guardians will also have the option of receiving an alert to their phone or email account. It is the responsibility of the parent/guardian to ensure updated directory information. Parents/guardians and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request. (Policy 8405, 8431, 8431.01)

## **VISITORS**

Visitors, particularly parent/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions.

Students may not bring visitors to school without first obtaining advanced written permission from the principal.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian/library aide. Books and periodicals (*not the most recent issue*) on the shelves may be checked out for a period of three weeks. To check out any other materials, contact the librarian/library aide. To avoid fees, all materials checked out of the library must be returned to the library by the end of each term.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

## **LOST AND FOUND**

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule may lead to disciplinary action.

## **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **PERSONAL COMMUNICATION DEVICES (Policy 5136)**

### Electronic Communication Device Policy

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

Students who violate this policy will face the following disciplinary consequences: (Any electronic device or combination thereof).

**1<sup>st</sup> offense** – Warning – device is requested to be turned off.

**2<sup>nd</sup> offense** – Teacher confiscates for the class period.

**3<sup>rd</sup> offense** – Phone is turned into the main office where a parent/guardian must pick up.

**Students refusing to relinquish their PCD may receive an in-school or out-of-school suspension. If they still refuse the proper authorities will be called.**



## **WEAPONS**

The Board of the School District of Manawa prohibits possession, use or threat to use, or storing of a weapon or look-alike weapon on school premises before, during, or after school, or at any school-sponsored activity. "School premises" includes a school building, school bus or vehicle, or any other school facility (including any school transportation facility, whether owned or contracted by the District). Students may not have live ammunition on the school site.

Determination of whether an item constitutes a weapon under this policy shall be made in accordance with established procedures. Exceptions to this policy include items which otherwise might be classified as weapons which are brought or transported to school premises or activities as part of a recognized activity for which the item is required, unless such is prohibited by law. (Examples might include but are not necessarily limited to guns handled by a staff member in a gun safety class, a look-alike gun which might be used in a dramatic activity, a gun bayonet which might be part of a history lesson, or a starting pistol used by a staff member in a track athletic event.)

Teachers should advise the appropriate building administrator beforehand of any activity or lesson necessitating the bringing to school of materials such as those described in this policy. Anyone found to be in violation of this policy is subject to discipline and/or legal action. If any part of this policy is held to be invalid under operation of the law, it shall not affect other parts of this policy which may be in compliance with the law.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located across from the main office which may be used for posting notices after receiving permission from the principal.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. 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.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

## LUNCH PROGRAM

### **\*Hot Lunch & Breakfast Prices for 2021-2022 School Year:**

<b>Hot Lunch (Per Day)</b>	
High School	\$3.00
<b>Breakfast (Per Day)</b>	
High School	\$1.50
<b>Milk (Per Day) *</b>	\$.40

Reduced price is **\$.30** for breakfast and **\$.40** for lunch **for all qualifying students in the district.**

\*All breakfast and lunches will be free for all children 18 years old and younger living in the School District of Manawa. The SDM is participating in a federal program run through the U.S. Department of Agriculture (USDA) Food and Nutrition Service ((FNS). This program may be terminated at any time subject to the availability of this funding. Students may also bring their own lunch to school for consumption in the school's cafeteria.

**ONLY students in grades 9-12 who have met the criteria for an Honor Pass will be allowed to leave campus for lunch.**

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students and may be applied for at any time during the year. Extra applications can be obtained in the school office.

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

### GRADES

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Also, please refer to SDM (Policy 5421).

The School uses the following grading system:

#### Grading Scale for all students:

A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	0-64

#### Marking System:

(A)	Excellent
(B)	Good
(C)	Average
(D)	Below Average
(F)	Failure

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course, which is part of a sequence, must repeat and pass that course to continue in the sequence.

(I) Incomplete: When a student's work is not completed by the end of the quarter due to the student's absence from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the "I" becomes an "F".

(W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F unless granted administrative exception.

## GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

## LAUDE SYSTEM

The Laude System replaces the class rank system. It allows us to recognize and encourage students to take appropriate courses that will better prepare them for the future. This system is a point-based system that gets combined with a student's GPA, under our normal grading scale. This system rewards a student for **completing** designated rigorous courses and will earn the student honor points.

To qualify for Cum Laude or Higher: The student must minimally have a 3.4 cumulative grade point average and have earned a minimum of 4 Laude points. Once students meet these requirements they will earn one of the following distinctions:

**Cum Laude** (With honor/distinction), 4 – 17.49 honor points

**Magna Cum Laude** (With great honor/distinction), 17.5 – 28.79 honor points

**Summa Cum Laude** (With highest honor/distinction), 28.8 honor points or more

*\*Academic Excellence Scholarship: Refer to language spelled out in Board Policy 5451.01*

## GRADING PERIODS

Report Cards: At the end of each semester, students receive report cards containing their final semester grades in all of their courses. The grades on the semester report card become a part of each student's permanent record.

At the end of the nine-week period a report card indicating quarterly grades is issued. This quarterly grade is a progress report to give students, parent/guardians, and the counselor an idea of the student's work at that point. The quarterly grade is not an official grade. It does not appear on any official record and in no way affects credits, average, or rank in class.

Parent/guardian / Teacher Conferences: Parent/guardian/teacher conferences will be held for the purpose of evaluation of student progress in school. Parents/guardians are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. Any time a parent/guardian wishes to see his/her child's records or confer with a teacher they should make an appointment through the High School office.

## PROMOTION, PLACEMENT, AND RETENTION

### High School Level

Student placement criteria are as follows:

- A. 1st year of high school attendance or the credit equivalent are placed in 9th grade.
- B. 2nd year of high school attendance or the credit equivalent are placed in 10th grade.
- C. 3rd year of high school attendance or the credit equivalent are placed in 11th grade.
- D. 4th year of high school attendance or the credit equivalent are placed in 12th grade.

## **Remediation Opportunities**

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents/guardians of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students, with the support of their parents/guardians, can take full advantage of Response to Intervention/Instruction (Rtl) time, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion. Students' progress in meeting grade-level criteria will be monitored using universal screeners. Please refer to the School District of Manawa Response to Intervention (RTI) Plan for further information. This document can be found on the school webpage.

The following number of earned credits designates the grade in which the student will be registered:

Freshman 0 to 5 Credits  
Sophomore 6 Credits to 11 Credits  
Junior 12 Credits to 17 Credits  
Senior 18 Credits or more

## **GRADUATION REQUIREMENTS**

A student must meet the following graduation requirements in order to be eligible to receive a Little Wolf High School diploma:

1. Student must attend high school for eight (8) semesters.
2. A student must be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school. Students may be eligible for early graduation in accordance with established policy and procedures. Students may have the eight-semester requirement waived if the established early graduation procedures are followed.
3. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of at least 24 credits in grades 9 through 12 to include:
  - English 4 credits
  - Social Studies 3 credits
  - Employability Skills 1/2 Credit
  - Physical Education 1 ½ credits
  - Health ½ credit
  - Math 3 credits
  - Science – 3 credits
  - Electives 9 credits
4. All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued, and before the student can participate in the graduation ceremony.
5. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).
6. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma A post-high school candidate is a student who is less than twenty-two (22) years of age at the time of his/her requested re-enrollment and whose class has previously graduated. District Administrator's approval is required for all students who are twenty-two (22) years of age or

older. Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not when the student first exited school.

7. Post-secondary course work to be applied toward a high school diploma must be taken through a(n):
  - A. Correspondence/online school Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.
  - B. Accredited college/technical college. Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:
    1. The college/technical college course is not a duplicate of a high school course.
    2. If the course is a logical next step course in subject sequence and is not offered in any form by the high school.
    3. If the desired course is not offered by the high school but is determined by the principal to meet the educational goals and interests of the student.

The costs for the above described course work will be based upon and follow the policies established PI 40, Early College Credit. (Policy 2271)

8. Attendance – Graduation Requirements: Current seniors must attend ninety percent (90%) of their scheduled graded classes during the last semester of their senior year to participate in the commencement ceremony. Confining illnesses verified by a doctor’s statement and school-sponsored absences such as field trips and athletic competitions constitute exceptions to this requirement. All other absences including illnesses, appointments, vacations, etc., will not constitute exceptions. Principal discretion will constitute the final decision.
9. School Program Obligations: All fees, fines, detentions, and similar obligations arising from student participation in school programs must be fulfilled before the student can participate in the commencement ceremony.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with Administrative behavioral expectations shall be permitted to participate in the commencement ceremony. The principal shall determine whether a student has satisfied the criteria in this policy. A student may be denied participation in graduation activities for disciplinary reasons.

### **EARLY COLLEGE CREDIT PROGRAM**

The 2017 Wisconsin Act 59 eliminated the Course Options and Youth Options programs. The Youth Options statute (118.55) was renamed the Early College Credit Program. The statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, “institution of higher education” means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. Courses may be denied by the school if a comparable course at the school already exists.

### **START COLLEGE NOW PROGRAM**

“Start College Now” will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. Students looking to take courses in the fall semester must turn in the application by March 1. For spring semester courses the same application is used, however the due date is October 1. For more information, please see Policy (2271.01)

The Board of Education will provide students enrolled in the District with the ability to take courses at any given time through one or more other educational institutions as outlined in the information above. Please contact the high school counseling office at (920) 596-5802.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Department.

### **Honor Roll**

**High Honor** 4.00    **Honor** 3.50 – 3.99    **Honorable Mention** 3.00 – 3.49

## **ATHLETIC AWARDS**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **DIPLOMA DEFERRAL**

Social graduation is an opportunity for students with individual education programs (“IEPs”) to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. For more information, please see Policy (5460.01)

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. For more information, please see Policy (2330)

## **CREDIT RECOVERY**

Little Wolf High School does offer credit recovery through the alternative education program (Phoenix program.) This program utilizes Plato Courseware. This standards-based online learning program assists students achieve their **GED Option #2 (GEDO #2)**. Wisconsin law states that a school board may grant a high school diploma to a pupil who has not satisfied the credit requirements if:

1. The student was enrolled in an alternative education program
2. The school board determines that the pupil has demonstrated a level of proficiency in the subjects for which credits are required equivalent to that which they would have attained if they had satisfied the credit requirements

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (Policy 7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively

and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;



- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent in the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board

expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy and its accompanying guidelines by signing a written agreement during the annual student registration.

Beginning in grade three (3) students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their user privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

### **SYNCHRONOUS EDUCATION – STUDENT ACCOUNTABILITY AND CONDUCT (Policy 5500.01)**

The School District of Manawa expects students participating in remote learning to follow school rules during synchronous instruction and when interacting with staff and students in a virtual setting. Students may be disciplined for violating school rules during virtual instruction even though the student is not present on District property.

#### Synchronous Instruction Accountability and Internet Safety

Synchronous instruction requires students to access their educational program online. There are certain risks inherent in all online activities. Students must comply with the following standards and expectations to protect themselves and others.

- The District's Acceptable Use policy applies to all students participating in the District's virtual educational programs and online class activities.
- Use only one (1) username and password.
- Use an appropriate profile picture for any virtual accounts.
- Do not share your username or password with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student's ability to access virtual instruction or disclose anyone's password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District's virtual instruction resources for any illegal activities.
- Do not use District virtual instruction resources to send unsolicited electronic-mail messages not pertaining to class (e.g., SPAM).

- Do not use the District’s virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not share classroom/small group video or classroom/small group recorded video with third parties (parent(s)/guardian(s) and siblings, excluded) – This includes private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the Internet.

### Conduct During Synchronous Instruction

Synchronous instruction is similar to in-person instruction, but presents unique opportunities and challenges. Students are expected to be engaged and courteous to others during synchronous instruction and other class activities as they would during in-person instruction in a classroom. The District’s Student Code of Conduct applies to all students participating in the District’s synchronous instruction and online class activities. Students are expected to obey the following standards and expectations, as well:

- Sign-in for virtual instruction and activities using the appropriate, designated username and password.
- Do not allow siblings or other members of the household to participate in virtual instruction unless authorized by the virtual class teacher (they may observe but notice should be provided that they are doing so).
- Review typed messages before sending them to remove easily misinterpreted language and proofread for typos.
- Private messages during virtual instruction should be kept to a minimum.
- Engage in virtual instruction discussions in a respectful manner that abides by the following standards:
  - Avoid sarcasm, jargon, and slang;
  - Vulgarity is not acceptable;
  - Do not use images, “GIFs,” or “Memes” in place of written responses or comments, unless specifically directed to do so by a staff member;
  - Focus responses on the questions or issues being discussed, not on the individuals involved.
- Do not make inappropriate comments verbally or via direct messages. Inappropriate messages include, but are not limited to, those that contain:
  - threatening messages or images;
  - insults or attacks of any kind against a person;
  - obscene, degrading or profane language or images;
  - repeatedly sent unwelcome messages or images that harass the recipient; and
  - material that is defamatory or intended to annoy, intimidate, or bully others.

If a student or his/her parent(s)/guardian(s) has any questions about the rules, standards, and expectations applicable to students participating in the District’s synchronous educational programs and online class activities, the student should immediately contact the Principal.

### **STUDENT ASSESSMENT**

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop and present to the Board annually a program of testing and assessment that includes:

- A. State-required tests;
- B. curriculum-based written and oral examinations that include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- C. assessment tests.

The Board requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

#### **Parental Opt Out of Assessments (students)**

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal or District Assessment Coordinator stating that the parent is opting out of the examination(s).

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board of Education. Authorized groups include:

#### **CO-CURRICULAR ACTIVITIES**

Co-curricular activities will include but are not limited to the following:

Art Club	FBLA	FOR Club
Art Team	Ski Club	Quiz Bowl
FFA	Forensics	Solo & Ensemble
Student Council	Pep Band	National Honor Society
Powerlifting Club	Bowling Club	Archery Club

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

#### **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

#### **ATHLETICS**

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (920) 596-5831.

Basketball	Softball	Wrestling	Baseball
Cross Country	Football	Track	Golf
Volleyball			

## **STUDENT EMPLOYMENT**

The School District of Manawa recognizes the importance and promotes jobs that further a student's educational goals. If a student believes that s/he must maintain a job in addition to going to school s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents i.e. work permits. In addition, students are encouraged to work through the work study program to receive certification and recognition for their efforts. Only students that are enrolled in this program will be allowed to leave school for work. For more information, please see Policy (2421.01 and AG 2421.01)

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

### **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 exempted, that the school is in session. All students must attend 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 the District's Administrative Guidelines. Please see (AG5200)

- Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

### **Excuse for Absence**

A parent/guardian of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the principal, Mr. Wolfgram, who serves as the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

### **Excused Absences**

A student shall be excused from school for the following reasons:

#### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 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, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

#### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 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 his or her 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.

#### Permission of Parent/Guardian

The student may be excused by his or her parent/guardian 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:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend the funeral of a relative/close relationship
- legal proceedings that require the student's presence
- college visits
- job fairs
- vacations
- weather related - As parents, you are the final authority as to whether you believe it is safe for your child to get to school. If you believe that it is too cold or the snow is too deep or the weather is too unsettled, your decision may be to keep your child home. You have the right and responsibility to make attendance decisions for your children based on your individual circumstances. Please notify your student's school as you would for any other absence.

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

#### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

#### Suspension or Expulsion

The student has been suspended or expelled.

#### Program or Curriculum Modification

Students may be excused 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.

#### High School Equivalency – Secured Facilities

A student may be excused 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. The student and his/her parent/guardian or guardian must agree that the student will continue to participate in such a program.

### Child at Risk

The student is a “child at risk” as defined under State law Wisconsin §118.153 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.

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

- Quarantine: Quarantine of the student’s home by a public health officer.
- Illness of an Immediate Family Member
- Emergency: An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

**Pre-Arranged Absence:** Students absent for reasons other than the above will be considered unexcused with this exception: parents may PRE-EXCUSE their child for any reason for up to ten days per year. This means that any absence for reasons other than the above may be excused providing there is a WRITTEN PRE-ARRANGED FORM. (Forms may be picked up in the office prior to the date of absence.) If it is not PRE-ARRANGED, it will be considered UNEXCUSED.

### **Truancy**

A student will be considered truant if he or she is absent part or all of one 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 or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

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 will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. If a student is unexcused or without prior approval of the absence, the student-athlete is not allowed to practice or play in an athletic event that evening.

Approved Absences: Personal illnesses, a death in the family or close relationship, religious holidays, or extreme emergencies are acceptable reasons for an absence. A **valid** excuse written by a parent must be presented to the office upon return to school, or a phone call from a parent/guardian on the day of absence, documenting the reason for the absence must be made to the school office. For a definition of a **“invalid”** excuse, see the following examples:

#### Examples of Unexcused Absences:

- Oversleeping
- Stayed home to finish homework
- Working
- Missing the bus/car wouldn’t start
- Job hunting
- Shopping/haircut/pictures
- Leaving school without permission



## **Habitual Truancy (AG5000)**

A student is considered a habitual truant if he or she 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. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

### Parent/Guardian Responsibilities

It is the responsibility of the student's parent/guardian to ensure that their child attends school regularly. Parent/guardians are expected to provide an excuse for all absences.

### Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

## **Students Leaving School During the School Day**

**Closed Campus:** Little Wolf H.S operates under a closed campus policy. Students who meet the criteria for the Honor Pass, may leave at lunch (grades 9-12) and RtI (grades 11-12).

### **Honor Pass**

The Honor Pass is a program that has been designed collaboratively with staff and students that provides student choice and incentivizes academics and positive behavior. The staff and students believe that this program helps to support the school's Positive Behavior Interventions and Supports (PBIS) program as well as prepare students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.

### **Qualifications:**

- GPA of 3.25 or higher
- Completed Application Form
- Teacher recommendations
- Parental approval

### **Privileges:**

- Open campus lunch for students (9-12).
- Opportunity to leave campus during RtI (grades 11-12) – provided the student is not claimed by a teacher for an academic purpose, currently in a structured (RtI) program, or club meeting time.
- Opportunity to go to the gym, commons, or the student lounge in the library during RtI. (grades 7-12)
- Opportunity to meet with an instructor of their choice for enrichment, remediation, homework assistance or Advanced Placement (AP) classes.

### **Honor Pass Revocation**

Honor Passes can be revoked by any School District of Manawa staff member for the following reasons listed below. Parents and the police also have the option of revoking the privilege by contacting the school.

- Failing grades
- Ten tardies
- Three Discipline Referrals

Administrative discretion may be used for honor pass appeals and reapplication procedures.

No staff member shall permit or cause any student to leave 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 parent/guardians.

No student will be released to any government agency without proper warrant or written parent/guardian permission except in the event of an emergency as determined by the principal.

**Notification:** When a student's attendance for the day is unexcused, contact will be made to the parent/guardian. A message may be left on an answering machine. The parent/guardian will then have 2 days to notify the school office, either by phone or written note, stating the reason for the absence. If after 2 days the office has not received notification for the unexcused absence, the student then becomes truant and will be referred to administration for disciplinary action.

### **Make-Up Course Work and Examinations**

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examination. 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.

### **Unexcused Absences**

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

A student whose absence from school was unexcused 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 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 is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work 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.

## **TARDINESS**

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. High School/Middle School. All students who are tardy to school must report to the principal's office to sign in.
- d. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

**Cases of truancy/tardiness will be referred to the school principal to plan options for addressing the truancy concern.**

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

On the day of an event, students must attend school or be pre-excused from school by a parent/guardian for admission into an athletic/nonathletic activity. Final decision to be rendered by the administration. (Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)

However, in order to ensure that students attending evening events as nonparticipants are safe, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **CODE OF CONDUCT**

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. This code applies to all Little Wolf High School students on a year-round basis. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unsatisfactorily on a participant/athlete or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.

- Purchase use or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed, or offered.
- Being in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave the premises the moment they become aware of others illegally possessing and/or using alcohol or controlled substances, even if the student is not consuming or using the illegal substances.
- If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.
- If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

**Athletic Activities:**

- An athlete who is charged with a violation of training rules or any W.I.A.A. regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

**Athletic & Non-Athletic Activities:**

- A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
  - a. The student/athlete admits the conduct constituting a violation
  - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
- The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

**Penalties for Violation of Co-Curricular Activities Rules**

**Athletic Activities**

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.

- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades seventh through twelve. Code of conduct violations will stay with incoming freshman from the Middle School until the entirety of the suspension is fulfilled. Once a middle school infraction is fulfilled, future infractions as a high school student will be treated as a first offense.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

Listed below is the number of contests students would have to sit out if they violated the co-curricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation, fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					
*25%	1	1	1	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fractions of percentages have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.
- Teams that automatically qualify for Regional competition are counted in the total number of competitions.

### Completion of Suspension

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

### Non-Athletic Activities

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

### Athletic & Non-Athletic Activities

- Any student, who in good faith, refer themselves or parents/guardians who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

### **Appeal Procedure**

- The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes or suspend the enforcement of the suspension. All decisions rendered by the appeal board are considered final.

### **Sportsmanship**

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

### **Membership**

As stated in the WIAA High School Handbook – Article VII – Health and Behavior/Compliance:  
Section 1 – Required Documentation

- A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
  - 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
  - 2) Acknowledgement of receiving the WIAA rules of Eligibility.
  - 3) Current physical exam form to participate in sports or alternate year card
  - 4) Sports fee paid or fee waive turned into school office.
  - 5) Concussion information sheet must be obtained by athletic director.

Section 2 – Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.
  - B. Physical examinations are good for two years from the date the physical was given.
- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings – “hole in one win a car”**
  - Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend other arrangements must be made.

### **Academic Eligibility**

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- Athletes who earn an “F” at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate in 25% of the total games or appearances of that sport’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive one “F” at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive two “F’s” at the conclusion of a nine-week grading period will be ineligible to participate in 50% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive three or more “F’s” during a nine-week grading period will be ineligible to participate in all games or appearances of that sport for the entire 9 week grading period. This does not prohibit an athlete from practicing or assisting with the activity, with the coach’s approval. If the athlete is in mid-season, the consequence will move forward into the next athletic season to fulfill the 9-week rule. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- An athlete who is enrolled in any state-approved Exceptional Educational Needs program, and who receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- Athletes who attend summer school for remediation, must receive the grade of “pass” to be eligible for any failure infraction and penalty. See the rules stated above as they apply.

### **Attendance: (Athletic & Non-Athletic Activities)**

**Student Athletes must attend a full school day to participate in athletics that evening or provide an excuse from a doctor or have prior administrative approval. School-related absences do not apply. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor’s excuse.**

- **(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)**

- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.

**Students may not compete, perform, practice or attend on days of an out-of-school suspension.**

- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all practices and be non-participants during the time of their suspension.

**Travel and Conduct on Trips**

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
  - Show appropriate respect for all adults and authority figures.
  - Show courteous and well-mannered behavior.
  - Show appropriate sportsmanship at all times.
2. It is the student/athlete's responsibility to represent our school and community in a positive manner.
3. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
4. A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
5. If no prior approval, permission by a parent/guardian/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule five (5).

**Injuries, Accident Reports and Insurance Coverage**

1. The school has purchased a group insurance policy, but it will not cover any interscholastic sports injuries. If a parent would like to purchase a voluntary interscholastic athletic insurance plan the form is available at the school offices upon request.
2. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the high school office.
3. It is the policy of W.I.A.A. and the School District of Manawa to have a medical release from a medical physician following any severe injury.



4. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions).

### **Care of Equipment**

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.
3. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge on the team equipment turn-in day or within two weeks of the final competition or practice. Bills for missing equipment will be sent out one week after the team equipment turn-in day. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
4. A student/athlete will not participate in another activity until all equipment is returned and fines have been paid.
5. A student/athlete will not receive any "end of the season" awards until all equipment is returned and fines have been paid.

### **Practice, Competition, Contests (Athletic & Non-Athletic Activities)**

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director's discretion.
3. All athletes/members and/or parent/guardians are asked to give each coach and/or advisor a **24-hour period** before contacting the coach/advisor regarding an issue or concern following an event.

### **Changing a Sport/Activity**

A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

### **Multi-Sport Participation**

The Multi-Sport Participation Policy allows students to participate in two (2) sports/organizations during the same season, regardless if the sports are individual or team-oriented. If a student desires to participate in 2 sports during the same season, they must do the following prior to the start of any season:

1. Submit a completed contract to the Athletic Director prior to the first scheduled contest. This form includes:
  - Permission from his/her parent or guardian to compete in 2 sports in the same season.
  - Declaration by the student of the priority sport for tournaments in the event of scheduling conflicts.
  - Approval by the Head Coach(s) of each sport.
  - Signature of student's agreement to coordinate the practice/contest schedule for the season in coordination with the coaches.
  - Signature of the Athletic Director.
2. The athlete must participate in at least one regular season event in the secondary sport so that they are eligible to participate in the conference tournament in that sport.
3. The Athletic Director will share the list of multi-sport athletes with the Central Wisconsin Conference Commissioner and the other CWC Athletic Directors prior to the start of each season.

It is the goal of the Athletic Department to have continuous communication between student athletes, coaching staff, and the Athletic Department to avoid putting athletes in difficult situations.

If a student quits a primary sport, the student will need consent from both coaches to participate in any of the secondary sports from that point forward that season. If a student quits a secondary sport, the student will only be able to participate in the primary sport from that point forward that season.

The following Multi- Sport Priorities have been established for the benefit of all athletes:

1. Games come before practices.
2. Tournaments come before games.
3. Districts come before games and tournaments.
4. State comes before all else.

#### **Athletic Awards (Athletic Activities)**

1. A letter "M" and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.
2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.
3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.
4. All awards will be received and displayed with honor, pride and dignity.
5. Any "M" which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.

6. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc.) or honors during the season in which the code violation was committed and/or served.

**Pre-Season Meeting**

Portions of this Student Handbook shall be presented to each student during a mandatory pre-season meeting and/or the first day that he/she reports for a co-curricular activity. A physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at that time as well. The original signed form for the Student Handbook, physical card, Concussion Form, and Emergency Form shall be kept on file in the High School office. The Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

**Parent/Guardian Involvement**

Parent/guardian attendance at pre-season meetings is required and involvement throughout the season is encouraged. If a parent/guardian cannot attend they are required to review the presentation on the SDM webpage and submit answers to the posed questions.

**ATHLETIC CO-CURRICULAR ACTIVITY FEES  
2020-2021**

Following is the list of Athletic Co-Curricular Activities and their fees for the High School:

Baseball	\$30.00
Basketball (Girls & Boys)	\$30.00
Cross Country (Girls & Boys)	\$30.00
Football	\$30.00
Golf (Girls & Boys)	\$30.00
Softball	\$30.00
Track (Girls & Boys)	\$30.00
Volleyball	\$30.00
Wrestling	\$30.00
<b>Maximum per High School student</b>	<b>\$75.00 per year</b>
<b>Maximum per family (Middle School and High School)</b>	<b>\$150.00 per year</b>

Fees are to be made payable to Little Wolf High School.

**DRESS AND GROOMING (Policy 5511)**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;

- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, strapless, or off the shoulder garments worn.
- Hats, caps, headwear, jackets/coats, bulky outerwear, large chains, jewelry with sharp objects, low riding pants, hoods, etc., are not allowed to be worn in the school.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Would I interview for a job in this outfit? (Yes)
5. Am I dressed appropriately for the weather? (Yes)
6. Do I feel comfortable with my appearance? (Yes)

Reporting Concerns:

Anyone in violation will be sent to the office.

If a dress code violation occurs, the following steps will be taken:

- **First Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc.,
- **Second Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and a parent/guardian will be notified by phone.

Students attending after school events need to follow the dress code. This includes, but not limited to sporting events, and school concerts.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

**CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

**STUDENT CODE OF CLASSROOM CONDUCT (POLICY 5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of

Classroom Conduct. In addition, student conduct on internet-based social media outlets when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board for that purpose, consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board periodically.

Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school. Staff must still report such threats as described in Policy 8462.01 - Mandatory Reporting of Threats of Violence.

## **STUDENT CODE OF CLASSROOM CONDUCT (AG 5500)**

### **Introduction**

The District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, the administration, and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of Classroom Conduct was developed in consultation with a committee of School District residents consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board.

The Code of Classroom Conduct will be reviewed annually by the Board.

### **Grounds for Removal of a Student From Class**

Generally, standards for student conduct throughout the schools of the District should be the same. However, each school is expected to specify particular rules and procedures suited to the specific needs of the school.

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint, and understanding applied to any difficult situation will go furthest in resolving such matters. However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may

also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the building Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the District from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive or unruly;

Such behavior includes, but is not limited to the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.

11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.

D. interferes with the ability of the teacher to teach effectively;

Such conduct includes, but is not limited to, the following:

1. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.

E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;

F. is inconsistent with class decorum and the ability of others to learn.

Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

#### **Procedure For Student Removal From Class**

When a student is removed from class, the teacher shall send or escort the student to the Principal (or his/her designee) and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal should give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

#### **Student Placement**

The Principal shall place the student, who has been removed from a class by a teacher, in one (1) of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

When making the placement decision, the Principal should consider all relevant factors including, but not limited to, the following:

- A. the reason the student was removed from class;



- B. the severity of the offense;
- C. the type of placement options available;
- D. the estimated length of the placement;
- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions such as suspension or expulsion.

The Principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures.

#### **Parent Notification Procedures**

The Principal shall provide the parent of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion, for the particular classroom conduct and/or other disciplinary incidents, the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

#### **Recordkeeping**

A record of a student's misconduct as well as disciplinary actions, suspensions and expulsions are to be made a part of the student's permanent record.

#### **Students With Disabilities**

A student with a disability under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under law. Where this Administrative Guideline conflicts with State or Federal law, the law shall govern.

#### **Definitions**

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that s/he hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extra-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

**Non-Discrimination**

The District will not discriminate in standards and rules of behavior, or disciplinary measures, including suspension and expulsion, on the basis of sex (including transgender 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 law (hereinafter referred to as "Protected Characteristics").

**Parental and Student Notification**

The District shall provide students and parents with a copy of the Student Code of Classroom Conduct at the beginning of each school year.

**OTHER FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

**Informal Discipline**

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- Lunch-time & after-school detention;
- In-school restriction
- Possible use of Saturday School – Saturday morning detention

**Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation.

**In-School Suspension** - The following rules shall apply to In-School Suspension.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cell phones, personal gaming/music devices, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

## **DRUG ABUSE PREVENTION (Policy 5530)**

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

- As educational institutions 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:
- All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals that release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes": Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

## **USE OF TOBACCO AND NICOTINE IS PROHIBITED (Policy 5512)**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

### **Exceptions**

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco

nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

### **Policy Specific Definitions**

The term “any time” means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term “imitation tobacco product” means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term “off-campus, school-sponsored event” means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. “Smoking” also includes carrying or using an activated electronic smoking device.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

## **SUSPENSION AND EXPULSION (Policy 5610 and AG5610)**

### **A. Suspension**

#### **1. Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education

services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student’s parent/guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent/guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent/guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below:

- If the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student’s parent/guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision

until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. **Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. **Expulsion**

1. **Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property,

health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or

- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent/guardian if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent/guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

### **Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **SEARCH AND SEIZURE (Policy 5723)**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion

that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **STUDENT'S RIGHTS OF EXPRESSION (AG 5723)**

In accordance with Board of Education Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

- A. is obscene to minors;
- B. is libelous;
- C. is pervasively indecent or vulgar;
- D. advertises any product or service not permitted to minors by law;
- E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- F. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

### **Procedures**



Any student wishing to distribute or display non-school material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

- A. name of the student or organization
- B. date(s) and time(s) of day of intended display or distribution
- C. location where material will be displayed or distributed
- D. the grade(s) of students to whom the display or distribution is intended

The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place, and manner restrictions listed below. If permission to distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Permission to distribute or display material does not imply approval of its contents by either the School, the administration of the School, or the Board.

The student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution/display of the written material is appropriate.

#### **Time, Place, and Manner of Distribution or Display**

The distribution or display of written material shall be limited to a reasonable time, place, and manner as follows:

- A. No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
- B. No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

#### **Definitions**

The following definitions shall apply:

- A. "Obscene to minors" is defined as:
  - 1. the average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors;
  - 2. the material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
  - 3. the material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- B. "Minor" means any person under eighteen (18) years of age.

## **Disciplinary Action**

Distribution or display by any student of non-school-sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in AG 5600 and/or AG 5610.

Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

## **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student council.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route are available by contacting Kobussen Buses at 920-389-1500.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a written request from a parent/guardian is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required all school rules.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following rules and behaviors are expected by Kobussen and the district of all students:

#### **Previous to loading, during the trip, and leaving the bus**

Each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a road until the bus driver signals it is safe;
- Go immediately to a seat and be seated.

- It is the parent/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

### **During the trip**

Each student shall:

- Listen to the bus driver;
- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, play games or play cards, etc.;
- Not tamper with the bus or any of its equipment;
- Keep aisle clear;
- Keep hands to self;
- Use respectful voices/volume.

### **Leaving the bus**

- Each student shall:
- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **VIDEOTAPES ON SCHOOL BUSES**

Buses may be equipped with video and audio recording devices for the purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus the Principal may request the tape and it may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

- Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent/guardians assume full responsibility for any transportation to and from School not officially provided by the school.
- The following rules shall apply.
- Parking lot speed limit is 5 mph.

- **STUDENT PARKING LOT PERMIT: \$10.00**

A new car/truck permit is required every year. It must be displayed behind the rear-view mirror. Police patrol the parking lot. Students failing to display their parking permit will be fined.

- **SNOWMOBILE PERMIT \$ 5.00**

A new snowmobile permit is required every year. It must be displayed on the side of the snowmobile visible for the police to see. There will be a fine for students not displaying the snowmobile permit.

- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parent/guardians and approved by the Principal.
- No other students can be driven to a school-sponsored activity by the approved student driver without a note from parent/guardians of passenger students granting permission and approval by the Principal.

**Addendum A**

**SCHOOL DISTRICT OF MANAWA**

HARASSMENT COMPLAINT FORM (Attach additional sheets if necessary)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/guardian

Name: \_\_\_\_\_

Who did the harassment? \_\_\_\_\_

Describe the harassment. Include time, dates, and location for each incident:

\_\_\_\_\_  
\_\_\_\_\_

What was your reaction or what action did you take?

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses or anyone else who has information relevant to this complaint:

\_\_\_\_\_  
\_\_\_\_\_

I understand these incidents will be investigated and that this form will be kept confidential as much as possible.

No person shall provide false information at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

\_\_\_\_\_  
(Signature)

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Please review the attached student information, read this page carefully then sign at the bottom.



For the protection and safety of your child, you are being asked to carefully review the attached student registration/emergency form. Please do each of the following:

- Line-out and make legible corrections (preferably using a colored pen)
- Provide current insurance information
- Update all contact information

*My signature at the bottom of page indicates that the health information is correct and/or all needed corrections have been noted on the form.*

In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my (son / daughter) \_\_\_\_\_ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities and medical staff will prevail. Anytime the above information changes, I will notify the school. Completed information is to be confidentially shared with school staff as medically indicated.

My signature at the bottom of this form gives consent as stated above.

**2021 – 2022 Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement:**

I have been given the opportunity to view and/or obtain any of the above information for review. My child(ren) and I have read and understand the information contained in each section. By signing below, we agree to follow the rules and guidelines within the Student/Parent/Guardian Handbook, Including Co-Curricular Code of Conduct. I am aware that the Handbook and Code of Conduct are available on the School District of Manawa website, in each student's offline Google Drive folder, and available in paper form at each District building.

Student Name: \_\_\_\_\_

Parent and/or Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_



School District of Manawa

Section 504/ADA Prohibition  
against Discrimination Based on  
Disability Plan

Approved by the Manawa Board of Education on  
July , 2021

School District of Manawa  
Section 504/ADA Prohibition against Discrimination Based on  
Disability

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## **Nondiscrimination on the Basis of Handicap/Disability**

The District will not discriminate against otherwise qualified students with disabilities (i.e., students who otherwise meet eligibility criteria – e.g., age – for participation in the educational program and/or activities) in the provision of its educational programs and activities. The District further will provide a free appropriate public education to qualified students with disabilities. Said education shall entail the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of non-disabled students are met. This includes providing academic and non-academic services to students with disabilities in the same setting as their non-disabled peers to the maximum extent appropriate. In addition to its provision of educational services, the Board will not discriminate against otherwise qualified students with disabilities in its provision of non-educational academic and extra-curricular services and activities such as counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students, and will provide students with disabilities an equal opportunity to participate in such services and activities. Qualified students with disabilities will be afforded accommodations/modifications/interventions to the District's non-academic and extra-curricular services and activities, unless such accommodations/modifications/interventions, service, or activity would impose an undue financial burden. A determination that a particular accommodation/modification/intervention would constitute an undue burden must be made by the Superintendent or his/her designee after considering all resources available for use in the funding and operation of the service or activity, and must be accompanied by written statement of the reasons for reaching that conclusion. In the event the Superintendent or his/her designee determines that an undue burden would result, the District will take any other action that would not result in such burden but would still allow, to the maximum extent possible, individuals with disabilities to receive the benefits of the District's non-academic and extra-curricular services and activities on an equal basis as individuals without disabilities.

## **Procedures Applicable to Section 504**

Annually the District will undertake to identify and locate every qualified person with a disability residing in the District who is not receiving a public education, and notify the person and their parents or guardians of the District's duties and responsibilities under Section 504.

### **Referral**

Any student who needs or is believed to need special accommodations, related services or programs under Section 504 of the Rehabilitation Act of 1973, may be referred to the Building Consultation Team for evaluation. Referrals may be made by anyone (e.g., parents, teachers, or other knowledgeable professionals). Referrals shall be made on the Suspected Disability Referral Form and submitted to the building principal. Referrals may be made at any time.

Parents may request a referral form by contacting the building principal, guidance counselor, or District 504 Coordinator.

### **Evaluations**

Upon receipt of a Suspected Disability Referral Form, the building principal will notify the appropriate 504 Case Manager who will collect all relevant information on the student to assist in documenting whether the student has a physical and/or mental impairment that substantially limits one or more major life activities.

The 504 Case Manager should contact school staff who perform assessments and have them review existing pertinent information and determine whether additional assessments are needed. If an evaluation is needed, parent/guardian written consent will be obtained and a copy of the Notice of Section 504/ADA Procedural Information and Rights will be sent to the parents.

The Building Consultation Team (BCT) will consider all relevant information on the student to determine whether he/she is disabled under Section 504. The assessment information may include, but will not be limited to, medical reports that document a physical and/or mental impairment, aptitude and achievement test scores, teacher observations, recommendations, and other data, including information on social or cultural background and adaptive behavior. Parents will be afforded the opportunity to meaningfully participate and provide input in the evaluation process. The student's parents will be sent a letter inviting them to attend and participate in the BCT conference at least seven calendar days prior to the conference.

### **Plan**

If a student is identified as disabled pursuant to Section 504, and the BCT determines the student requires specialized services and/or accommodations/modifications/interventions in order to receive FAPE (Free and Appropriate Education) and to access the District's programs and

activities on an equal basis to students without disabilities, the BCT will develop and complete the Section 504 Plan. The Plan will specify the accommodations/modifications/interventions necessary so that the student's needs are met as adequately as the needs of nondisabled students. The purpose of the Section 504 Plan is to provide the student with equal access to school activities, to remove barriers to educational opportunity, and provide, to the degree possible, a level playing field. The building principal will request written permission from parents to implement the Section 504 Plan.

### **Review of the Student's Evaluation**

Re-evaluations are not required at specific intervals; however, assessments will be updated so that eligibility and accommodation planning is based on information that accurately defines the student's disability and reflects the student's current strengths and needs. At least every three years appropriate school staff should determine whether updated evaluations are needed. A re-evaluation will be completed prior to a significant change in placement. When a re-evaluation is needed, parents will be sent prior notice. Consistent with initial evaluations, parents will be afforded the opportunity to meaningfully participate and provide input in the re-evaluation process.

### **Procedural Safeguards: Due Process**

The parents may challenge the actions of the BCT regarding identification, evaluation or placement of their child by filing a request for an impartial due process hearing. Alternatively, the parents may file an internal complaint. If the parents elect the former, the Board must provide a due process hearing before an impartial hearing officer ("IHO") that is not employed by the District. A parent does not need to first exhaust the internal complaint process in order to file a request for a due process hearing. In fact, a due process hearing may be requested at any time and parents do not waive that right if they first opt to try to resolve their dispute through the internal complaint process. If a parent is not satisfied with the IHO's decision, s/he may appeal it to a Federal Court of competent jurisdiction.

The parents may also file a complaint with the Office for Civil Rights. The Office for Civil Rights, however, is not part of the District's internal complaint process or the system of procedural safeguards, and, absent extraordinary circumstances, will not review the results of individual placement and other educational decisions so long as the District complied with the "process" requirements of Section 504 (concerning identification and locations, evaluation, and due process procedures).

## **504 Process School District of Manawa**

1. A concern is raised about a student by parent or school staff member.
2. The student is referred to the Building Consultation Team (BCT).
3. The BCT reviews all documentation and decides if there is enough information to make a Section 504 Referral. The 504 Referral Form is given to the referring staff member or parent.
4. Upon receipt of the completed referral form, the Principal will notify the 504 Case Manager (School Counselor) who will collect all relevant information.
5. A copy of the completed Referral Form, Procedural Information and Rights, and Letter Notice Section 504 Initial Evaluation are sent to parent. Consent is to be obtained within 30 days of receipt of referral.
6. Following receipt of consent from parents, Release of Information form is filled out and sent to parents if the district doesn't already have permission to talk to the student's physician. The Physician Questionnaire is then sent after the Release of Information form is returned.
7. Within 60 days, the principal will convene the BCT to determine eligibility under 504. Meeting Notice is sent to parents at least 7 days prior to conference.
8. Summary of Evaluation Report is filled out at the meeting.

### **If found ineligible:**

1. Summary of Evaluation Report and Procedural Information and Rights are sent to parents.
2. BCT decides if the student needs a Response to Intervention (RtI) Plan, student can be served appropriately without written interventions or more information is needed before making determination.

### **If found eligible:**

9. 504 Plan is developed by BCT. Parents are given Procedural Information and Rights and Section IX of the 504 Plan is filled out by parents giving consent to implement the plan if parents attended the meeting.
10. 504 Plan along with Procedural Information and Rights are sent to parents and consent to implement plan is obtained prior to finalizing the plan.
11. Copy of finalized plan is sent to District 504 Coordinator and filed in student's cumulative file.
12. Copies of plan are distributed to the student's teachers.
13. Before school starts each year, teachers of the student receive a copy of the 504 Plan.
14. Within the first 2 months of a new school year, BCT needs to meet to review the 504 Plan, decide whether to continue the existing plan, discontinue current plan or develop new plan.
15. A copy of the active 504 Plan is forwarded to the District 504 Coordinator (Secondary School Counselor), put in cumulative file and distributed to teachers by October 15.
16. Copy of active 504 Plan is sent to parents and Procedural Information and Rights is offered.
17. At least every 3 years, appropriate school staff should determine whether an updated evaluation is needed.
18. When re-evaluation is needed parents will be sent prior notice and copy of Procedural Information and Rights.

## **NOTICE OF SECTION 504/ADA PROCEDURAL INFORMATION AND RIGHTS**

### **WHAT IS SECTION 504?**

Section 504 of the Rehabilitation Act of 1973, as amended by the ADA Amendments Act of 2008 (hereinafter "Section 504"), is Congress' directive to schools receiving any Federal funding to eliminate discrimination based on disability from all aspects of their school operations. It states: "No otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Since the School District is a recipient of Federal dollars, its administrators and staff are required to provide eligible disabled students with equal access (both physical and academic) to services, programs, and activities offered by its schools. Section 504 is a civil rights statute and not a special education statute.

### **HOW CAN I REFER MY CHILD TO DETERMINE 504 ELIGIBILITY?**

If you suspect that your child is "disabled" under Section 504/ADA, contact your child's teacher, school counselor, or building principal. You will be asked to complete a referral form and grant consent for a 504 evaluation. After the evaluation is complete, a meeting will be scheduled to determine if your child has a "disability." You have the right to the opportunity to meaningful participation in the process and provide input, even if you cannot attend the meeting in person.

### **WHAT CRITERIA ARE USED TO DETERMINE 504 ELIGIBILITY?**

A student qualifies for Section 504 protection if s/he is determined to be an individual with a disability as defined by the statute. Specifically, the student must have a physical or mental impairment that substantially limits one or more major life activities, or have a record of such an impairment, or be regarded as having such an impairment. Only those students with an actual impairment, however, are entitled to accommodations/modifications/interventions pursuant to Section 504. Those students with a record of an impairment or who are regarded as having an impairment are entitled to protection from discrimination based upon disability.

Major life activities include, but are not limited to, functions such as (a) caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating, learning, and (b) the operation of major bodily functions including the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

### **WHAT IS THE DIFFERENCE BETWEEN SECTION 504 AND THE IDEIA?**

Section 504 prohibits discrimination against students with disabilities and requires school districts to provide students with disabilities regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met. Any necessary accommodations/modifications/interventions must be delineated in a Section 504 Plan.

IDEIA requires districts to provide disabled students (ages 3 through 21) with special education and related services and supplementary aids and services designed to meet their unique needs and prepare them for further education, employment, and independent living. The special education and related services must be delineated in an Individualized Education Program (IEP).

## **PROCEDURAL INFORMATION AND RIGHTS**

Below is a description of the rights granted by Federal law to individuals with disabilities. It is the intent of the District, pursuant to Section 504, to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of those decisions.

You have the right to:

- A. have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
- B. have the School District advise you of your rights under Federal law;
- C. receive written notice of any decision regarding the identification, evaluation, or educational placement of your child;
- D. have your child receive a free appropriate public education (FAPE);

This includes the right to be educated with students who are not disabled to the maximum extent appropriate (i.e. the student's education will be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily) and to receive regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

- E. have your child educated in facilities and receive services comparable to those provided students without disabilities;
- F. have evaluation and educational placement decisions made based upon a variety of information sources, and by persons who know your child and are knowledgeable about the evaluation data and placement options;
- G. have your child transported in a non-discriminatory manner;

If the District refers a student for services outside the District, adequate transportation will be provided at no greater cost to you than if the services were provided within the District.

- H. place your child in a private school or alternative educational program;

However, if the District makes a FAPE available to your child and nevertheless you choose to place your child elsewhere, the District is not required to pay for your child's education at the private school or alternative educational program, including any costs associated with related transportation.

- I. have your child be given an equal opportunity to participate in nonacademic and extra-curricular activities offered by the District;
- J. examine all relevant education records, including, but not limited to, those documents related to decisions regarding your child's identification, evaluation, educational program, and placement;
- K. obtain, at your own expense, an independent educational evaluation of your child;

- L. obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records;
- M. a response from the School District to reasonable requests for explanations and interpretations of your child's education records;
- N. periodic re-evaluations and an evaluation before any significant change in program/service modifications;
- O. request amendment for your child's education records if there is reasonable cause to believe that information contained in the record(s) is inaccurate, misleading or otherwise in violation of the privacy rights of your child;

If the School District refuses to amend the record(s), you have the right to request a hearing and/or to attach to the record(s) a statement of why you disagree with the information it contains.

- P. request mediation or an impartial due-process hearing related to decisions or actions concerning your child's identification, evaluation, and/or educational program or placement, and obtain any relief that is authorized by law;

You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the District Compliance Officer.

- Q. receive all information in your native language and mode of communication;
- R. file an internal complaint;
- S. file a complaint with the U.S. Department of Education's Office for Civil Rights;
- T. be represented at any point in the process by an attorney;
- U. be notified of your Section 504 rights (1) when evaluations are conducted, (2) when consent for an evaluation is withheld, (3) when eligibility is determined, (4) when a Section 504 Plan is developed, and (5) before there is significant change in the Plan.

Complaints, including complaints of disability-based harassment and requests for due process hearings, must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or requests for a hearing, and offer possible solutions to the dispute. Complaints must be filed with the District Section 504/ADA Compliance Officer. The Board of Education has designated Carmen O'Brien as the District Section 504/ADA Compliance Officer. The District Compliance Officer can be reached at the following address/phonenummer/e-mail:

515 E. Fourth St.  
 Manawa, WI 54949  
 Phone: (920) 596-2524  
 Fax: (920) 596-2655

[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)

The Office for Civil Rights of the United States Department of Education enforces the requirements of Section 504 of the Rehabilitation Act of 1973. The address of the Midwest Regional offices:

Office for Civil Rights  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
FAX: (312) 730-1576  
PHONE: (312) 730-1560  
TDD: (877) 521-2172  
E-mail: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)  
Web: <http://www.ed.gov/ocr>



SUSPECTED DISABILITY REFERRAL FORM

Student Name \_\_\_\_\_ DOB \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Please complete this form if you suspect that this student may have a physical or mental impairment that substantially limits one or more major life activities. (See below).

**A. Statement of Suspected Section 504 Disability**

**B. Nature of the Concern (attach additional sheets if necessary).**

1. Check the suspected physical or mental impairment.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Asthma                          | <input type="checkbox"/> Emergent Allergy          | <input type="checkbox"/> Orthopedic Impairment         |
| <input type="checkbox"/> Attention Deficit Disorder/ADHD | <input type="checkbox"/> Emotional Illness         | <input type="checkbox"/> Recovering Chemical Dependent |
| <input type="checkbox"/> Brain Injury                    | <input type="checkbox"/> Epilepsy                  | <input type="checkbox"/> Seizures                      |
| <input type="checkbox"/> Cancer                          | <input type="checkbox"/> Hearing Impairment        | <input type="checkbox"/> Speech Impairment             |
| <input type="checkbox"/> Cerebral Palsy                  | <input type="checkbox"/> Heart Disease             | <input type="checkbox"/> Visual Impairment             |
| <input type="checkbox"/> Developmental Aphasia           | <input type="checkbox"/> Minimal Brain Dysfunction | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Diabetes                        | <input type="checkbox"/> Multiple Sclerosis        |  |
| <input type="checkbox"/> Dyslexia                        | <input type="checkbox"/> Muscular Dystrophy        |  |

2. Describe (and attach) any evaluative/data source supporting the diagnosis.

3. Check any major life activity(ies) that are limited. (Note this list is not exhaustive.)

Bending	Reading
Breathing	Seeing
Caring for one's self	Sleeping
Communicating	Speaking
Concentrating	Standing
Eating	Thinking
Hearing	Walking
Learning	Working
Lifting	Other: _____
Performing manual tasks	

4. Describe (and attach relevant data) how any major life activities are substantially limited.

5. Check any major bodily functions that are limited. (Note: This list is not exhaustive.)

Bladder	Immune System
Bowel	Neurological System
Brain	Normal Cell Growth
Circulatory/Cardiovascular System	Reproduction
Digestive System	Respiratory System
Endocrine System	Other: _____

6. Describe (and attach relevant data) how any major bodily function(s) (is)(are) substantially limited.

C. To date, what accommodations/modifications/interventions or special provisions have been made to assist the student?

\_\_\_\_\_  
Signature of Person Making Referral      Relationship to Student      Date

The signature of the principal receiving this Referral, documents that a copy of this form and the Notice of Section 504/ADA Procedural Information and Rights have been given or sent to the parent or guardian.

\_\_\_\_\_  
Principal's Signature      Date Received

For Office Use Only			
Copies to:	District 504 Coordinator	<input type="checkbox"/> Building Administrator	<input type="checkbox"/> Teacher(s)
<input type="checkbox"/> Parent(s) Files		<input type="checkbox"/> District Health Coordinator	<input type="checkbox"/> School Counselor



# School District of Manawa

*“Students Choosing to Excel, Realizing their Strengths”*

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

**Letter/Notice: Section 504 – Parental Notice for Initial Evaluation (504 C)**

Date: \_\_\_\_\_  
To the Parent/Guardian of: \_\_\_\_\_

As part of our efforts to help improve your child’s classroom performance, I have asked members of our Building Consultation Team to collect and review information on our child’s learning and behavior. The teacher(s), school counselor, principal, and other staff members may be involved in observation, interviews, administration of behavior checklists, and other data collection activities. (Your child is not suspected of being an exceptional student at this time.)

Once the information has been reviewed, we will meet with you to discuss plans to meet your child’s needs. If you have any questions, please contact \_\_\_\_\_ (Section 504 Coordinator) at the SCHOOL DISTRICT OF MANAWA.

You are provided specific rights concerning this request, which are designed to keep you fully informed concerning decisions about your child. These 504 rights are attached.

Please provide your consent for us to accomplish this screening/evaluation by indicating your decision and providing your signature (below) and returning the bottom half of this form to: \_\_\_\_\_ (Section 504 Coordinator).

### Parent Consent

Student’s Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Yes, I consent to the proposed screening/evaluation, if deemed necessary

\_\_\_\_\_ No, I do not consent to the proposed screening/evaluation

Comments: \_\_\_\_\_

Parent Signature

cc: Student Behavior / Pupil Records File \_\_\_\_\_



SECTION 504 RELEASE OF INFORMATION AND RECORDS

In order to ensure your child is provided with equal access (both physical and academic) to services, programs and activities offered by our school, a mutual exchange of information and records is required for your child.

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The requested exchange is between the School District of Manawa and the following:

\_\_\_\_\_  
(hospital, clinic, physician, institution, association, or school)

Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Records that may be exchanged include the following: (check all that apply)

- Release all information
- Release the checked information:
  - General identifying data (name, address, birth date, grade level completed, grades, class standing, attendance record)
  - Standardized achievement and aptitude test scores Personality and interest scores
  - Teacher ratings
  - Record of extra-curricular activities Individualized education programs Psychological reports
  - Medical reports
  - Psychiatric report
  - Other: \_\_\_\_\_

**Consent of Parent/Guardian for Release of Information**

I authorize the School District of Manawa and the above-named individual/organization/agency to exchange information and records as indicated. Except as limited above, this authorization encompasses all information pertaining to the minor, including protected health information (PHI) as defined in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations, and education records as defined in the Family Educational Rights and Privacy Act (FERPA).

We expressly waive all provisions of law (including, but not limited to, the privacy provisions of HIPAA, FERPA, and R.C. 3319.321), forbidding any physician or other person who has or may hereafter treat, attend, or examine the minor, or any educational agency, from disclosing any knowledge or information, including PHI, which they may have there by acquired.

Pursuant to HIPAA, the following are specified as part of this authorization:

- A. The purpose of disclosure is for assisting the School District in offering the student a free appropriate public education pursuant to Section 504 of the Rehabilitation Act of 1973.
- B. This authorization expires one (1) year after the date it is signed.
- C. The parents signing this permission form understand that they may revoke this authorization at any time by providing written notification to the District Compliance Officer, the building principal/Building Compliance Officer, or the individual/organization/agency listed above, except to the extent that this authorization has already been relied upon.
- D. The parents signing this form have been informed that the individual/organization/agency listed above may not condition treatment, payment, enrollment, or eligibility for benefits on whether the parents sign this authorization.
- E. The parents signing this form have been informed of the potential for information disclosed pursuant to this authorization to be subject to redisclosure by the recipient and to be no longer protected by HIPAA. The parents signing this form are also aware that any information disclosed to the School District is subject to other state and Federal privacy laws.

Parent's Signature	Relationship to Student	Date Signed
--------------------	-------------------------	-------------

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please send released information/records to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies to:                     Parent/Guardian                     Cumulative Folder

SECTION 504 PHYSICIAN QUESTIONNAIRE

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Phone: \_\_\_\_\_

A referral has been initiated for the above-named student under Section 504 of the Rehabilitation Act of 1973, as amended. In order for a student to qualify for protection under Section 504, s/he must have a physical or mental impairment that substantially limits one or more major life activities (e.g., caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of major bodily functions such as the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions, etc.). Because the referral is related to medical concerns, we are requesting information from you. The parent/guardian signed the attached Section 504 Release of Information and Records.

**Please complete this form and attach any reports pertinent to the medical and/or educational needs of this child. We are NOT requesting evaluation, testing, or services be performed, but reports of diagnostic work performed in the past.**

1. What physical and/or mental impairments have been identified that may qualify this student under Section 504?
  
2. What major life activity(ies) may be substantially limited as a result of the impairment?
  
3. Detail available medical background, including a written diagnostic statement and copies of any/all reports.
  
4. What treatments or medications are recommended for this impairment?
  
5. What precautions or accommodations are recommended for consideration by the school?

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

Please return this questionnaire to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies to:         Parent/Guardian         Cumulative Folder



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NOTICE OF SECTION 504 MEETING

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Student: \_\_\_\_\_

Initial Conference

Review Conference

Causal Relationship Conference

We are planning a Section 504 Meeting. The meeting will include a discussion of your child's evaluation results, classroom performance, and eligibility for protection under Section 504. If your child is identified as disabled pursuant to Section 504, the 504 Team will determine whether s/he requires regular or special education and related aids and services in order to receive a free appropriate public education. If services, including but not limited to accommodations/modifications/interventions, are needed, a Section 504 Plan will be prepared. We request that you attend this meeting to assist us with the discussion and program recommendations. Enclosed is a copy of the Parent Rights under Section 504. The meeting is scheduled as follows:

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

We expect the following persons to attend the meeting. You have the right to bring others to the meeting. If there are other school personnel you wish to have present, please let us know so arrangements can be made.

**Participants**

\_\_\_\_\_  
(Building Compliance Officer/Principal/Designee)

\_\_\_\_\_  
(General Education Teacher)

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Guidance Counselor)

\_\_\_\_\_  
(School Psychologist)

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Other)

The evaluation data and other information to be discussed are available for your review prior to this conference. **Please keep one copy of this notice and return the other so that we will know your intent.**

**Enclosed is a copy of the Notice of Section 504/ADA Procedural Information and Rights.**

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**Parent Reply to Request to Attend 504 Conference**

I received the Notice of Section 504 Conference and Notice of Section 504/ADA Procedural Information and Rights sent to me by school personnel.

- I will attend the meeting at the time stated.
- I would prefer to participate by telephone call. At the time of the conference, I can be reached at the following number:\_\_\_\_\_.
- I request that the meeting be held without my being present.
- I would like the meeting to be held at the following time and location:\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Copies to:     Parent/Guardian     Cumulative Folder

SECTION 504 SUMMARY EVALUATION REPORT

**Personal Information:**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Sex: M ( ) F ( ) Grade: \_\_\_\_\_ School: \_\_\_\_\_ ID#: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: (home) \_\_\_\_\_  
(work) \_\_\_\_\_  
(cell) \_\_\_\_\_

The Building Consultation Team met on \_\_\_\_\_ (date).

**Conference Type:**            Initial                    Case Review            Re-Evaluation

**Conference Date:** \_\_\_\_\_

Sources of Information Considered in Determining Eligibility:

Parent Recommendation	Physician Diagnosis
Educational Evaluation/Performance	Major Health Problem
Teacher Observation/Recommendation	Behavioral Evaluation/Performance
Ineligibility for Services under IDEIA	Other _____

Summary of data and evaluation information that was presented:

**Committee Determinations:**

1. The student has a physical or mental impairment.            Yes            No

\*See attached documentation of medical condition.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Asthma                          | <input type="checkbox"/> Emergent Allergy          | <input type="checkbox"/> Orthopedic Impairment         |
| <input type="checkbox"/> Attention Deficit Disorder/ADHD | <input type="checkbox"/> Emotional Illness         | <input type="checkbox"/> Recovering Chemical Dependent |
| <input type="checkbox"/> Brain Injury                    | <input type="checkbox"/> Epilepsy                  | <input type="checkbox"/> Seizures                      |
| <input type="checkbox"/> Cancer                          | <input type="checkbox"/> Hearing Impairment        | <input type="checkbox"/> Speech Impairment             |
| <input type="checkbox"/> Cerebral Palsy                  | <input type="checkbox"/> Heart Disease             | <input type="checkbox"/> Visual Impairment             |
| <input type="checkbox"/> Developmental Aphasia           | <input type="checkbox"/> Minimal Brain Dysfunction | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Diabetes                        | <input type="checkbox"/> Multiple Sclerosis        |  |
| <input type="checkbox"/> Dyslexia                        | <input type="checkbox"/> Muscular Dystrophy        |  |

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List attached sources of documentation:

2. If student has a physical or mental impairment in #1 above, does the impairment result in a substantial limitation of one or more major life activity(ies)?      Yes      No

List attached sources of documentation related to extent of limitation or lack of limitation for each condition identified in Section 1:

Summarize the impairment for each condition identified in Section 1 in relation to the average student:

3. Identify any major life activities or major bodily functions that are substantially limited.

- a. Check any major life activities that are substantially limited:

Bending	Reading
Breathing	Seeing
Caring for one's self	Sleeping
Communicating	Speaking
Concentrating	Standing
Eating	Thinking
Hearing	Walking
Learning	Working
Lifting	Other: _____
Performing manual tasks	

- b. Check any major bodily functions that are substantially limited:

Bladder	Neurological System
Bowel	Normal Cell Growth
Brain	Respiratory System
Circulatory/Cardiovascular System	Reproduction
Digestive System	Other: _____
Endocrine System	
Immune System	

Determination:

- The student is eligible under Section 504/ADA as a person with a disability for the following conditions.

Does this student need regular or special education and related aids and services, including but not limited to, accommodations/modifications/interventions?

No

Explain:

Yes

Indicate the type of plan to be written: \_\_\_\_\_

Note: if specially designed/special education is required, follow IDEA procedures

The student is not eligible under Section 504/ADA as a person with a disability.

Does this student nevertheless need accommodations/modifications/interventions?

No

Explain:

Yes

Indicate the type of plan to be written: \_\_\_\_\_

**Recommendations:**

A Section 504 Plan is recommended and attached.

The student does not have a physical or mental impairment that substantially limits a major life activity and is not eligible for a Section 504 Plan.

The student has an impairment that substantially limits a major life activity, but does not require a Section 504 Plan.

Other \_\_\_\_\_.

**Review Date:** \_\_\_\_\_

**504 Team:**

Principal \_\_\_\_\_

Teacher \_\_\_\_\_

Counselor \_\_\_\_\_

Other \_\_\_\_\_

Parent(s)/Guardian \_\_\_\_\_

Nurse \_\_\_\_\_

Teacher \_\_\_\_\_

Other \_\_\_\_\_



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**Acknowledgment:**

I received a copy of the Notice of Section 504/ADA Procedural Information and Rights for the current year.

- I agree with the IAT's recommendations as stated above.
- I disagree with the IAT's recommendations as stated above. (Please attach a sheet outlining those areas of the recommendations with which you disagree.)

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

For Office Use Only			
Copies to:	District 504 Coordinator	<input type="checkbox"/>	School Counselor/District Health Coordinator
	Parent(s) Files	<input type="checkbox"/>	Building Administrator

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SECTION 504 PLAN

SECTION 504 PLAN  
\* CONFIDENTIAL \*

Case Manager

- School Counselor  
 District Health Coordinator

- Initial 504 Plan  
 Continuing 504 Plan

The student covered under this Plan is a student with a disability. The accommodations/modifications/interventions listed on this Plan comply with the ADA Amendments Act of 2008 and the Rehabilitation Act of 1973 (Section 504).

Date: \_\_\_\_\_

Section I

NAME:		DATE OF BIRTH:	
ADDRESS:			
CITY:	STATE:	ZIP:	PHONE #:
PARENT/GUARDIAN NAME(S):			
BUILDING:	GRADE:	STUDENT ID#:	

SECTION II What physical or mental impairment has the team identified?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Asthma                          | <input type="checkbox"/> Emergent Allergy          | <input type="checkbox"/> Orthopedic Impairment         |
| <input type="checkbox"/> Attention Deficit Disorder/ADHD | <input type="checkbox"/> Emotional Illness         | <input type="checkbox"/> Recovering Chemical Dependent |
| <input type="checkbox"/> Brain Injury                    | <input type="checkbox"/> Epilepsy                  | <input type="checkbox"/> Seizures                      |
| <input type="checkbox"/> Cancer                          | <input type="checkbox"/> Hearing Impairment        | <input type="checkbox"/> Speech Impairment             |
| <input type="checkbox"/> Cerebral Palsy                  | <input type="checkbox"/> Heart Disease             | <input type="checkbox"/> Visual Impairment             |
| <input type="checkbox"/> Developmental Aphasia           | <input type="checkbox"/> Minimal Brain Dysfunction | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Diabetes                        | <input type="checkbox"/> Multiple Sclerosis        |  |
| <input type="checkbox"/> Dyslexia                        | <input type="checkbox"/> Muscular Dystrophy        |  |

DIAGNOSIS:

Date of Diagnosis: \_\_\_\_\_ Physician: \_\_\_\_\_ Medication: \_\_\_\_\_

SECTION III

BACKGROUND INFORMATION (Pertinent educational and additional medical information):

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SECTION IV

ELIGIBLE DISABILITY UNDER: Check major life activities and/or bodily functions that are substantially or extremely limited as a result of the physical or mental impairment.

Bending  
Breathing  
Caring for one's self  
Communicating  
Concentrating  
Eating  
Hearing  
Learning  
Lifting  
Performing manual tasks

Reading  
Seeing  
Sleeping  
Speaking  
Standing  
Thinking  
Walking  
Working  
Other: \_\_\_\_\_

Bladder  
Bowel  
Brain  
Circulatory/Cardiovascular System  
Digestive System  
Endocrine System  
Immune System

Neurological System  
Normal Cell Growth  
Respiratory System  
Reproduction  
Other: \_\_\_\_\_

SECTION V

Substantial Limitation (i.e., concern or problem to be addressed)	Intervention/Strategy (i.e., accommodation/modification /intervention)	Person(s) Responsible	Date to Begin	Evaluation Procedure	Comments
Testing Accommodations (if needed)					

Location of the Implementation of this Plan: \_\_\_\_\_  
 How will teachers and staff be made aware of this Plan: \_\_\_\_\_  
 How will this Plan be monitored \_\_\_\_\_  
 Person responsible for monitoring Plan: \_\_\_\_\_ Anticipated Review Date: \_\_\_\_\_

SECTION VI

INITIATION DATE:

DURATION OF PLAN:

NEXT REVIEW DATE:

SECTION VII

Attachments  Yes  No

If Yes, List documents attached: \_\_\_\_\_

SECTION VIII

PARTICIPANTS (Name) (Title) (Date)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Case Manager \_\_\_\_\_

\*\* Plans that require expenditure of funds beyond the school's budget must be approved in advance by the District Administrator or Central Office designee.

\_\_\_\_\_ District Administrator or Designee \_\_\_\_\_ Date

SECTION IX

I received a copy of the Notice of Section 540/ADA Procedural Information and Rights for the current year:

\_\_\_\_\_ Parent Signature \_\_\_\_\_ Date

I give permission for this Section 504 Plan to be implemented for my child. The information contained in this plan will be distributed to appropriate individuals in the building. Your signature indicates consent to share this plan with necessary staff.

I do not give permission for this Section 504 Plan to be implemented for my child.

\_\_\_\_\_ Parent Signature \_\_\_\_\_ Date

For Office Use Only

Copies to: District 504 Coordinator

\_\_\_\_\_ Teacher(s)

\_\_\_\_\_ 504 Case Manager

(School Counselor or District Health Coordinator)

\_\_\_\_\_ Building Administrator

\_\_\_\_\_ Parent(s)

\_\_\_\_\_ File

Copies to:  Parent/Guardian  Cumulative Folder



## PARENTS' PROCEDURAL RIGHTS AND SAFEGUARDS, INCLUDING DUE PROCESS

Below is a description of the rights granted by Federal law to individuals with disabilities. It is the intent of the District, pursuant to Section 504, to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of those decisions.

- A. students with disabilities have the right to take part in, and receive benefits from, public education programs without discrimination because of their disabilities;
- B. parents have the right to be advised of their rights under Section 504;
- C. parents have the right to receive written notice of any decision regarding the identification, evaluation, or educational placement of their child;
- D. parents have the right to have their child receive a free appropriate public education ("FAPE") if the child has a physical or mental impairment that substantially limits one or more major life activities;

This includes the right to be educated with students who are not disabled to the maximum extent appropriate (i.e., the student's education will be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily) and to receive regular or special education and related aids/services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

- E. parents have the right to have their child educated in facilities and receive services comparable to those provided to students without disabilities;
- F. parents have the right to have evaluation and educational placement decisions made based upon a variety of informational sources, and by persons who know the student, and are knowledgeable about the evaluation data and placement options;
- G. parents have the right to have their child transported in a non-discriminatory manner;

If the District refers a student for aids, benefits, or services outside the District, the District will ensure that adequate transportation is provided at no greater cost to the parents than if the aids, benefits, or services were provided within the District.

- H. parents have the right to place their child in a private school or alternative educational program;

However, if the District makes a FAPE available to the student that conforms to the requirements of Section 504 and nevertheless the parents choose to place the student elsewhere, the District is not required to pay for the student's education at the private school or alternative program, including costs associated with transportation.

- I. parents have the right to have their child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District;
- J. parents have the right to examine all relevant education records, including, but not limited to, those documents related to decisions regarding their child's identification, evaluation, educational program and placement;
- K. parents have the right to obtain, at their own expense, an independent educational evaluation of their child;
- L. parents have the right to obtain copies of education records at a reasonable cost unless the fee would effectively deny the parents access to the records;
- M. parents have the right to a response from the District to reasonable requests for explanations and interpretations of their child's education records;
- N. parents have the right to receive all information in the parents' native language and mode of communication;
- O. parents have the right to periodic re-evaluations and an evaluation before any significant change in program/service modifications;
- P. parents have the right to request amendments of their child's education record(s) if there is reasonable cause to believe that information contained in the record(s) is inaccurate, misleading or otherwise in violation of the privacy rights of their child;  
  
If the District refuses to amend the record(s), the parents have the right to request a hearing and/or to attach to the record(s) a statement of why they disagree with the information it contains.
- Q. parents have the right to request mediation or an impartial due process hearing related to decisions or actions concerning their child's identification, evaluation, educational program or placement;
- R. parents have the right to file an internal complaint;
- S. parents have the right to be represented at any point in the process by an attorney;
- T. parents have the right to recover reasonable attorney fees as authorized by law (i.e., if the parents are successful on their due process claim);
- U. parents have the right to be notified of their Section 504 rights:
  - 1. when evaluations are conducted;
  - 2. when consent for an evaluation is withheld;
  - 3. when eligibility is determined;
  - 4. when a Section 504 Plan is developed; and
  - 5. before there is significant change in the Section 504 Plan.

## **Procedural Rights Pertaining to Section 504 Due Process Hearings**

When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer ("IHO") (i.e., by a person not employed by the Board of Education, not involved in the education or care of the child, and not having a personal or professional interest that would conflict with his/her objectivity in the hearing).

The District will maintain a list of trained IHO's that may include IDEIA hearing officers, attorneys, and Directors of Special Education outside the District. The District Compliance Officer will appoint an IHO from that list, and the costs of the hearing shall be borne by the District. The appointment of an IHO will be made within fifteen (15) school days after the request for a due process hearing is received.

A party to such a due process hearing shall have:

- A. the right, at his/her/their own cost, to be accompanied and advised by legal counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;
- B. the right to present evidence, and confront, cross-examine and compel the attendance of witnesses;
- C. the right to a written or electronic verbatim record of such hearing; and
- D. the right to written findings of fact and the reasons for the decision.

The IHO shall conduct the due process hearing within a reasonable period of time (i.e., not to exceed ninety (90) calendar days from the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).

The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) calendar days prior to the date of the hearing, unless otherwise agreed to by the parent and/or student. The notice shall include:

- A. a statement of time, place and nature of the hearing;
- B. a statement of the legal authority and jurisdiction under which the hearing is being held;
- C. a reference to the particular section of the statutes and rules involved;
- D. a statement of the availability of relevant records for examination;
- E. a short and plain statement of the matters asserted; and
- F. a statement of the right to be represented by counsel.

The IHO shall conduct the hearing in a manner that will afford all parties a full and fair opportunity to present evidence and to otherwise be heard. The parent and/or student may be represented by another person of his/her choice, including an attorney.

The IHO shall make a full and complete record of the proceedings.

The IHO shall render a decision in writing to the parties within thirty (30) calendar days following the conclusion of the hearing. The decision will be based solely on the testimony and demonstrative evidence presented at the hearing and include a summary of the evidence (i.e., findings of fact) and the reason for the decision.

The notification shall include a statement that either party may appeal the decision.

Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.

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## **SECTION 504/ADA – COMPLAINT PROCEDURES RELATED TO ACCESSIBILITY OF DISTRICT FACILITIES**

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person is/are designated as the District's Section 504/ADA Compliance Officer ("District's Compliance Officer"):

Carmen O'Brien, Director of Curriculum

515 E. Fourth St.

Manawa, WI 54949

Phone: (920) 596-2524

Fax: (920) 596-2655

[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)

Building principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officer").

Internal complaints must be submitted in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed in a timely manner with either the District Compliance Officer or the Building Compliance Officer. The District's Compliance Officer is available to assist individuals in filing a complaint.

### **Internal Complaint Procedure (ag2260.01B)**

A person who has a complaint about District facilities or services may register such complaint with the Building Compliance Officer and/or District Compliance Officer. Such complaints should be filed in writing within thirty (30) calendar days of the circumstances or event giving rise to the complaint. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. The written complaint must contain the following information:
  1. Name(s) of person(s) filing complaint.
  2. Whether the person(s) represents an individual or group.
  3. Whether the person(s) making the complaint has discussed the problem with the Building Compliance Officer and/or the District Compliance

Officer.

4. A written summary of the complaint and a proposed solution.
- 
- B. The Building Compliance Officer or the District Compliance Officer will conduct an impartial investigation and will respond to the complaint within five (5) business days. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint.
  - C. If a satisfactory response is not received within five (5) business days, the person should forward a copy of the complaint to the District Administrator, who will respond within ten (10) business days.
  - D. If a satisfactory response is not received within ten (10) business days, the person may forward a copy of the complaint to the Board of Education. The Board will consider the complaint and respond within forty (40) calendar days.

### **OCR Complaint**

At any time, if a member of the public believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the Americans with Disabilities Act, as amended ("ADA"), the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education  
Office for Civil Rights  
Citigroup Center, 500 W. Madison Street, Suite  
1475  
Chicago, IL 60661  
312-730-1560  
Fax: 312-730-1576  
TDD: 877-521-2172  
E-mail: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)  
Web: <http://www.ed.gov/ocr>

## **Prohibition Against Retaliation**

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under Section 504 or the ADA, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Section 504 or the ADA.

Approved 11/19/12

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MANIFESTATION DETERMINATION REVIEW 504 PLANS

In carrying out a manifestation determination review, the local educational agency, the parent, and relevant members of the Building Consultation Team (BCT) (as determined by the parent and the local educational agency) shall review all relevant information in the student's file, including the child's 504 Plan, any teacher observations, and any relevant information provided by the parents of the child.

Student's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Nature of the student's disability:

Nature of the behavior subject to disciplinary action:

The Notice of Section 504/ADA Procedural Information and Rights was presented with an explanation by \_\_\_\_\_.

Name/Title \_\_\_\_\_

- |   |            |                    |
|---|------------|--------------------|
| 1. Is new or additional evaluation/data needed?<br>If yes, refer the student for evaluation.  | Yes        | No                 |
| 2. Does student have or require a Section 504 Plan?<br>If yes, is the Section 504 Plan appropriate?<br>If no, revise the Plan and attach a copy of the modified Plan. | Yes<br>Yes | No<br>No           |
| 3. Was the student capable of understanding that the behaviors exhibited were in violation of school rules and/or were unacceptable?                                  | Yes        | No                 |
| 4. Previous suspensions/expulsion:  | Yes        | No (attach record) |
| 5. Aggregate number of suspension days: _____   |            |                    |
| 6. In relationship to the behavior subject to disciplinary action   |            |                    |
| a. Did the BCT review relevant information in the student's file and the student's 504 Plan?  | Yes        | No                 |
| b. Did the BCT review relevant information presented by the parents and teacher observations?   | Yes        | No                 |

c. Did the BCT determine that the conduct in question was caused by or had a direct and substantial relationship to the child's disability?

Yes                  No

Explain:

d. Was the child's conduct a direct result of the District's failure to implement the 504 Plan?

Yes                  No

Note: The behavior is a manifestation of the student's disability if the BCT indicated yes on item C or D under #6.

Conclusion:

Based upon the information considered, the BCT determined that the behavior \_\_\_\_\_ was \_\_\_\_\_ was not a manifestation of the student's disability.

Date of Manifestation Determination Review: \_\_\_\_\_

Please note: If the behavior was a manifestation of the disability, the team should consider action such as whether the 504 Plan needs to be changed, a behavior plan needs to be developed or amended, additional assessment is necessary, etc.

If the behavior is not a manifestation of the student's disability, the District may apply the regular disciplinary procedures as those applied to non-disabled students. The team will also consider whether any additional evaluations need to be conducted or if any modifications to the 504 Plan should be made.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Copies to: \_\_\_\_\_ Parent/Guardian    \_\_\_\_\_ 504 Case Manager    \_\_\_\_\_ Office of Pupil Services  
                  \_\_\_\_\_ Cumulative File



To: Dr. Melanie J. Oppor  
 From: Michelle Johnson  
 Date: 7/14/21  
 Re: Title I SchoolWide Plan

The purpose of this memo is to highlight the changes to the Title I SchoolWide Plan as follows:

<b>Page #</b>	<b>Section</b>	<b>Proposed Change or Addition</b>
1	Front Cover	Changed Date to July
1	Front Cover	Changed "written" to "created"
2	Planning Year	Approval date by board changed July 2021
2	School Information	Replaced Michelle Johnson's information under Title I A Coordinator, removed Ms. Sernau's information
2	School Information	Removed Ms. Sernau's contact information
2	School Information	Changed planning year to 2020-2021
2	School Information	Removed Superintendent's Signature
3	Planning Team	Implementation date changed to 2021-2022
3	Planning Team	Deleted former staff name and added school counselor Added Michelle Johnson as District Reading Specialist
3	Planning Team	*Removed due to Covid
3	Planning Process	Took out SchoolWide Event Summary Table due to no school events
4	School Profile	Updated number of students
5	Ten Components	Revised/removed "a"
5	Need Assessment	Excluded Parent Perception Survey piece--admin team is looking at a new way to survey students and parents of the district
6	Fountas and	Changed Measure to "Percentage of Students

	Pinnell Data	at/above Benchmark” and updated data
7	STAR Data	<p>Changed Measure to “Percentage of Students at/above Benchmark” and updated data</p> <p>Added 40% Benchmark number</p> <p>Added “Data is analyzed on a regular basis, weekly (if not daily) in both instruction and intervention is assigned based on student need.”</p>
8	Reform Strategies	2nd paragraph, “Because of repeated years of disappointing data...”
9	Reform Strategies	3rd paragraph, “During the 2020-2021 school year...”
9	Reform Strategies	4th paragraph, revised “make” to “achieve”
11	IV High Quality	Removed “Plan on a Page” link
12	V. Strategies to Attract	Changed bullet to match
15	Parent Involvement Strategies	Took out Parent Perception narrative since the survey was not given.
15	Transitioning Students	2nd paragraph-date change; 3rd paragraph update to 6-8th being middle school
16	Teacher Participation in Assessment Decisions	Beginning in the... changed to “Since the”
16	IX. Timely and Additional	Revised end of first paragraph to read “implement”
17	Dissemination, Review, and Revision	“This schoolwide plan will be shared at a staff meeting” instead of PTO meeting

The Title I Schoolwide Program Plan will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this plan is converted to a version

considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the plan will be brought back to the Board of Education for approval.

# Title I Schoolwide Program Plan for

*Manawa Elementary School*

*Created during the 2017-2018 School Year*

*Updated July 2021*



## School Information

School Name:	Manawa Elementary School
School Address:	800 Beech Street
Building Principal:	Ms. Danni Brauer
Email Address:	<a href="mailto:dbrauer@manawaschools.org">dbrauer@manawaschools.org</a>
Phone:	(920) 596-2559
FAX:	(920) 596-5308
Title IA Coordinator:	Melanie Oppor/Jacquelyn Sernau/Michelle Johnson
Phone:	(920) 596-5300/ (920) 596-5738/ (920)851-5508
Email Address:	<a href="mailto:moppor@manawaschools.org">moppor@manawaschools.org</a> / <a href="mailto:mjohnson@manawaschools.org">mjohnson@manawaschools.org</a> / <a href="mailto:jsernau@manawaschools.org">jsernau@manawaschools.org</a>

Planning Year:	2020-2021 revised annually	Local School Board approval date:	
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## District Information

School District Name:	School District of Manawa
Superintendent:	Dr. Melanie J. Oppor
Phone:	(920) 596-5308
Email address:	<a href="mailto:moppor@manawaschools.org">moppor@manawaschools.org</a>



## Schoolwide Planning Team

Date when Plan will be implemented: 2021-2022 school year

Parents:	Jen Rosin, Katie Sitter
School Staff: <i>(include position)</i>	Valerie Pari- Math Specialist/Interventionist Luanne Ujazdowski- Counselor
Administrator(s): <i>(include position)</i>	Danni Brauer- Elementary Principal Michelle Johnson- District Reading Specialist
Community Members:	Jen Rosin, Katie Sitter
Others (Optional):	

## Planning Process

This schoolwide plan is designed around the “Ten Comprehensive Components of a Schoolwide Plan.”

Manawa Elementary School is considered a Schoolwide Title I school. Schoolwide programs serve **all** children in a school. **All** staff, resources, and classes are part of the overall Schoolwide program. The purpose is to generate high levels of academic achievement in core subject areas for **all** students, especially those students most in need.

### Communication Plan

#### Processes and opportunities to develop the SW plan:

The School District of Manawa will establish a Title I team to work on our schoolwide plan. It is essential that we have representation from administration, teachers, and community members. The reading specialist will coordinate the meetings that will take place to review data and discuss the plan. The reading specialist will attend CESA 6 Title I Schoolwide Program Writing workshops throughout the year to keep abreast of new information and receive guidance and support. This plan will be reviewed annually.

Processes and opportunities to inform, solicit and receive input from stakeholders:  
Once the initial meetings have taken place, the reading specialist will contact the community members that are part of the team. We will meet to discuss the progress of the plan and review and make changes based on stakeholder input.



## School Profile

**Manawa Elementary School**  
400 Beech Street  
Manawa, WI 54949  
(920)596-5700

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Manawa Elementary School is a 4K-5 grade school proudly serving approximately 238 young learners in central Wisconsin. The following profile is a brief summary of our school's mission statement and annual goals based on our assessment data. Our entire staff is committed to working in partnership with our families and community to make this the best school possible for our kids. We want all to feel welcomed and valued.

### MES Mission Statement:

MES is a supportive and encouraging environment where students and staff can learn and grow through a collaborative and positive approach. Staff and students will respect and listen to each other while sharing the responsibility of learning.

### Our Strengths:

In addition to our amazing students, our dedicated staff, families, and community are what make Manawa Elementary a great place to be. As a school that serves young learners from 4K-5th grade, we understand and value the uniqueness and talents of all learners. Through our continual work with student achievement data, we as a school work hard to meet the needs of ALL students.

### Manawa Elementary School Principal:

Danni Brauer

## State Report Card:

Please use the following Department of Public Instruction site to access our school report card: <https://apps2.dpi.wi.gov/reportcards/home>

## Fast Facts: 2018-2019 \*Please note this is the most recent data available

Grades	K4-6
School Type	Elementary
Enrollment	301
Percent Open Enrollment	2.7%
<b>Race/Ethnicity</b>	
American Indian/Alaska Native	0%
Asian	0%
Black or African American	.3%
Hispanic/Latino	3.3%
White	93.4%
Students with Disabilities	16.6%
Economically Disadvantaged	41.5%
English Learners	2.0%

## Ten Components of the Schoolwide Plan

### **I. Data/Conclusions (Needs Assessment)**

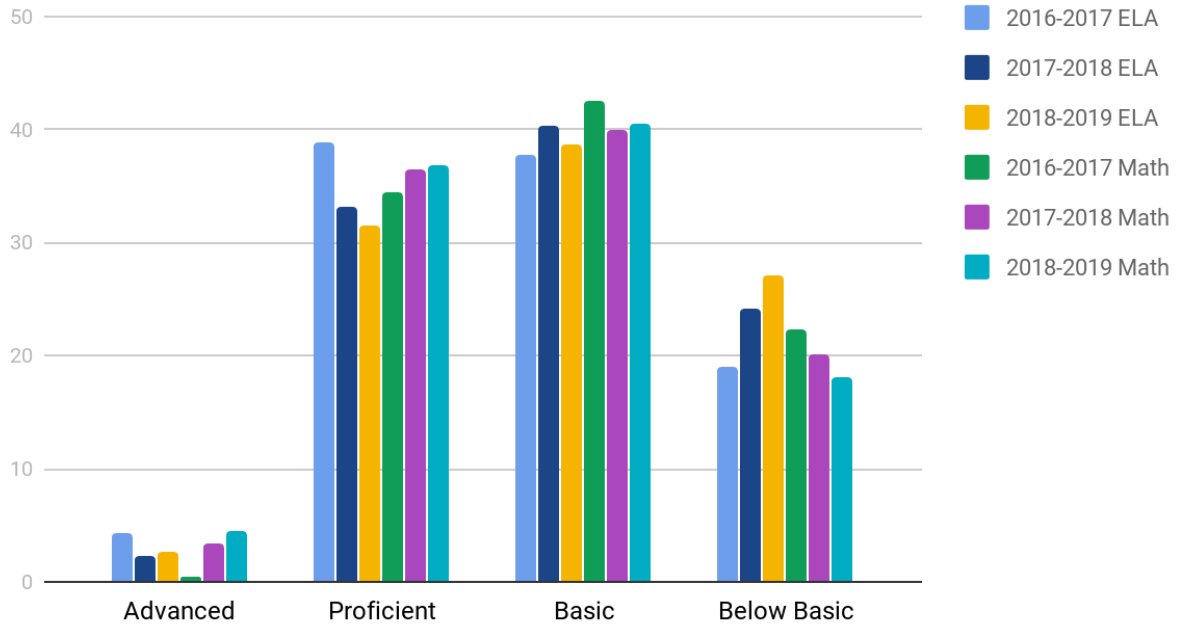
Analyzing data is a daily practice at Manawa Elementary School. Not only do the interventionists review their students' data often, but a building consultation team (BCT) sits down each week to discuss our students' progress. Teachers also have an hour and a half early release time for data review and discussion each week.

This Comprehensive Needs Assessment will review our Standardized State Test data (the Forward Exam) along with STAR data (our universal screener) and our Fountas and Pinnell Running Record Assessment data.

Forward Data

Overall Snapshot- \*Most Recent Data\* 2021 data will not be in until summer of 2021

Forward



Fountas and Pinnell Running Records (Fall/Winter) 2020-2021

Grade	Percentage of Students at/above benchmark	Percentage of Students at/above benchmark
Grade K		13%
Grade 1	19%	35%
Grade 2	50%	60%
Grade 3	47%	46%
Grade 4	57%	63%
Grade 5	63%	77%

**\*District Benchmark is 40%**

STAR Reading	Fall 2020	Winter 2021
Grade Level	Percentage of students that meet benchmark	Percentage of students that meet Benchmark
1 (Early Lit Screener)	20%	28%
2	28%	29%
3	36%	37%
4	42%	45%
5	53%	50%

**\*District Benchmark is 40%**

STAR Math	Fall 2020	Winter 2021
Grade Level	Percentage of students that meet benchmark	Percentage of students that meet benchmark
1	51%	70%
2	42%	58%
3	46%	47%
4	57%	62%
5	61%	56%

The data from our statewide assessment (The Forward) was not as positive as we were hoping for. It does appear that the number of advanced students has increased slightly in both ELA and Math. Our percentages for basic and below basic are still too high as our proficiency in ELA has decreased and maintained its level in Math. We want to be able to push our high achievers into the advanced category and keep all of our students growing. We need to look to close the gap and analyze this data more in depth. Data is analyzed on a regular basis, weekly (if not daily) in both instruction and intervention is assigned based on student need.

The Fountas and Pinnell running records seem to show growth in almost all grade levels from fall to winter. Some grades (grade 5) are close to our goal of 80% proficiency. Kindergarten and grade 1 show the lowest scores; however, we determined that this grade took “the hardest hit” from being out of the classroom through the pandemic.

The STAR screening data is showing a different snapshot of the growth of our students in both reading and math. While both areas are still in need of ample improvement, it appears students are improving and that the number of students that were below grade level in reading and math are decreasing in most grade levels. With our added focus on math achievement, it makes sense that our data is reflecting those improvements in math. We now need to establish a way to balance our instructional initiatives and attention to all subject areas to bolster student growth. Hopefully the newly formed 5-year district literacy plan and the new math materials that we are adopting and implementing will help with this.

## **II. School-Wide Reform Strategies**

There are many ways that the staff at Manawa Elementary School is working to improve the quality of instruction. The first is with our weekly early release Wednesday PLC time . Grade level teams of teachers meet to work on pinpointing essential standards and working on pacing guides. The hope is to then discuss student data and adjust pacing and instructional plans to meet the students’ needs. Along with this, teachers develop common assessments to measure the success of students as they work through the standards of each unit.

The staff at MES has discovered that our Forward assessment data shows we are increasing in the number of students who are scoring Basic or Below Basic in the areas of math and reading. Because of repeated years of disappointing data, the SDM (grades 4K-8) is adopting a new math series. Staff had an opportunity to review several resources and made a decision to change to a new set of curricular materials and receive training in new instructional techniques. Staff will also work with a math specialist for coaching as they adjust to the new routines and procedures.

According to our Forward data, we are not doing as well in reading as we are in math. We are dropping with the number of students who qualify for the Advanced level and our Basic category is increasing. Part of this is that we, as a school, have spent so much focus on helping to improve our struggling students that we have neglected to

provide enrichment for our advanced students. We are working to change this. Two years ago, we wrote/revised and adopted a Gifted and Talented Plan that sets some guidelines for teachers and parents to refer students they feel qualify. We have identified these students in each individual class and are providing them Project Based Learning opportunities during our intervention time each day. These students also are being challenged by working on reading and math programs that are adaptable to their level of proficiency.

According to our STAR data, students are achieving growth in both reading and math as the year continues, but there is still a long way to go to have all students at benchmark. One of the strategies that we have implemented is to train teachers on how to look at their individual student's data and goal setting within the program. If they take the time to look at the exact skills that their students are doing poorly in, they can find resources to help fill these gaps. Taking a more active role in using the STAR data will hopefully decrease the number of students falling into the category of below benchmark.

Another reform strategy we have used as a whole-school is to work to make our daily intervention time (Wolf Time) more beneficial and useful for students. Grade levels meet every 8-10 weeks to see if students are being placed where they belong. For example, if a student shows they need math intervention in the beginning of the year based on their previous data, but over the course of the first quarter they are making large gains, they may be moved out of the intervention and receive basic math fact work time or math enrichment. The same goes for reading. Our teachers work with students on comprehension and fluency in reading if their scores indicate they need that support. If they do not, they are assigned a group for Project Based Learning opportunities. Understanding that we need to make sure the system is "fluid" and able to change according to data and student needs shows that we are cognizant and vigilant in making sure our students' needs are being met.

During the 2020-2021 school year, the SDM decided it was time to write and begin implementing a District-wide literacy plan. This plan will span five years, and it is a combination of a glimpse at our current state, and goals and steps that outline our desired state. The elementary school will focus on the areas of Phonics instruction using new materials (Really Great Reading) 4K-2 beginning in the fall of 2021. All grades at the elementary school will also incorporate an Interactive Read Aloud time five days a week. This piece of instruction will provide more opportunities for students to hear quality literature as well as work on responding through writing and deeper level thinking. Classroom libraries are also getting some new resources with fresh and updated titles.

One last reform strategy to mention is the fact that our school offers a summer school remediation program for our struggling readers and math students. Programming is designed to be as individualized as possible to meet the specific needs of our struggling students. It is offered to anyone who signs up and wants to work on their skill deficits. We do not require students to attend; however, if a student is falling below benchmark, it is strongly encouraged that they participate.

### **III. Instruction by Highly-Qualified Teachers**

All staff in the School District of Manawa are highly qualified. Not only do we ensure that staff have the correct license each time we hire for a position, but all our support staff have either had classroom experience or have completed the Master Teacher requirements.

The School District of Manawa is working on a plan for teacher retention because we believe that retaining teachers not only helps our students, but it makes for a more unified teaching staff that can work together to carry out our vision. Most recently, the pupil services committee has worked hard at identifying the qualities for effective instruction. This will be shared with current staff for personal reflection as well as for newly hired staff to ensure they fit our expectations. Please find the complete document below that identifies these qualities.

#### **Effective Instruction**

- Instructional Delivery
  - Teaching occurs in the middle of the learners
  - 80% student talk, 20% teacher talk
  - Technology is used in a purposeful and innovative manner
  - Lesson objective is written, verbalized, and reinforced throughout the lesson
  - Real-world application and high order questioning; includes open-ended questions
  - Differentiation of materials and lesson delivery
  - Student goal setting and student reflection
- Instructional Planning
  - Backward planning - start with the end in mind



- Intentionally planning questions, transitions, content, differentiation, and assessments linked to the standards
- Collaborate with colleagues (interdisciplinary, specialists, guidance, etc.) to ensure all student needs are met
- Professional Knowledge
  - Demonstrates accurate knowledge of the subject matter
  - Knowledgeable of research/evidence-based practices
- Assessment for and of Learning
  - Formative assessment results are used to differentiate, inform, and guide instruction
  - Summative assessments are written before the unit/lesson is taught
  - Timely feedback of assessment results to all stakeholders
  - Common assessments are used to measure learning
- Learning Environment
  - Builds relationships with students, parents, and colleagues
  - Creates an environment that is conducive to engaging all learners
  - Effective routines and procedures
  - Promotes digital citizenship
- Professionalism
  - Collaborates with colleagues to share responsibility for all learners
  - Networks with professionals in and outside the district
  - Reflects on instructional practices
  - Demonstrates appropriate communication with students, colleagues, administration, parents, and community
  - Willingness to seek out professional development opportunities to grow as a teacher

#### **IV. High Quality and Ongoing Professional Development (may be included in implementation activities)**

The administrative team has taken up the task of writing a five-year professional development plan for the school district. After looking at student achievement data along with teacher perception surveys, the following has been determined as our focus area and goals in which to measure our progress. )Along with forward planning for professional development, the district also provides some current PD for our staff. The elementary teachers receive STAR data training to learn how to more specifically understand and use their student data. The staff also participates in ongoing book

studies on various topics. The reading specialist also serves as an instructional coach and offers both reading and writing support for teachers.

## **V. Strategies to attract highly-qualified teachers**

The School District of Manawa takes great pride in its staff and wants the very best instructors. The district's SAM (Salary Advancement Model) is a salary program that allows us to remain competitive with surrounding school districts and provides incentives for teachers to pursue professional development opportunities.

Below is the Hiring Process and Timeline for Hiring Effective/Quality Instructors for our school district.

### **Hiring Process and Timeline for School District of Manawa**

#### **Posting Process**

- Review position description
- Establish timeline for posting, interviews and approval of candidate
- Post internally via email by District Office Secretary simultaneously with external posting; internal candidate requests transfer to a different position
- Post externally to WECAN and District Webpage to include qualifications and job description (or local newspapers, radio, local t.v., etc.) by District Office Secretary and send to Board of Education Members via email
- Develop interview questions
- Determine interview team(s)

#### **Searching Timeline**

- Post for at least two weeks or until filled
- Develop interview questions (drafted by District Administration with Admin. Team for administrative and teaching positions; drafted by principals for support staff)
- Determine interview teams
  - 1<sup>st</sup> Round for teachers is conducted by a combination of stakeholders to include the principal, teachers, parents, and students (if age appropriate).
  - 2<sup>nd</sup> Round for teachers is conducted by the Admin. Team.
  - 1<sup>st</sup> Round for administrators is conducted by a combination of stakeholders to include the superintendent, teachers, parents, and students (if age appropriate).
  - 2<sup>nd</sup> Round for administrators is conducted by the Board of Education.

- Review applications
- Conduct initial reference checks
- Call candidates for 1<sup>st</sup> round of interviews
- 1<sup>st</sup> round interviews
- Call candidates for 2<sup>nd</sup> round of interviews
- Conduct final reference and background checks
- 2<sup>nd</sup> round of interviews
- Confirming interview with District Administrator (financial and district expectations)
- Recommend candidate to Board of Education

### **Transition Process**

- Candidate to be introduced
- Transition plan developed and shared with candidate for a smooth entry into the position
- Transition days to occur
- Position start day

### **Staff and Program Change Proposals**

- November - Written proposal is submitted to District Administrator by principals and directors for the following school year
- December – District Administrator compiles list of staff and program change proposals
- December – Business Manager assigns dollar value to each change proposal
- January - Finance Committee meets with Administrative Team to balance additions and reductions based on presenting a total balanced budget to the full Board
- January/February – Full Board of Education approval of staff and program changes as part of the balanced budget; apprise personnel affected by changes prior to the Board meeting
- February/March – Create job descriptions, post new positions, and begin timeline beginning at the beginning of this procedure
- March – Issue contracts
- April 15 – Contracts due

## **VI. Parent Involvement Strategies**

The following is our school district's policy for parent involvement:

## **9250 - RELATIONS WITH PARENTS**

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts *in loco parentis* or in place of the parents.

The Board recommends that the following activities be implemented to encourage parent-school cooperation:

- A. parent-teacher conferences to permit two-way communication between home and school
- B. meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- C. special events of a cultural, ethnic, or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community
- D. open houses in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first-hand basis

Each school in the District shall hold an open house at least annually.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's intentional in-school behavior;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;

- E. cooperating with the school in attending conferences, meetings, and workshops set up for the exchange of information of the child's progress in school.

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Manawa Elementary School recognizes the importance of the home and school connection. Student success is enhanced when students, parents, and teachers all work together. We strive to create a welcoming environment where families feel comfortable and are confident that we focus on their child's safety and success.

Typically there is a list of parent engagement opportunities listed below.

**\*Covid 19 and the forced school closure did not allow for any in-person gatherings. Parents' Nights and Family Engagement Opportunities will resume in the fall of 2021.**

## **VII. Transitioning Students**

Manawa Elementary School offers an Early Childhood Program as well as a 4K program. The Early Childhood teacher makes sure that her students not only receive the individual skills practice they need, but they are included in many of the 4K learning opportunities as well.

In the past, in coordination with our Title I program, the 4K team invited all parents of incoming preschool students to participate in a family fun and information night. Families had the opportunity to explore many different stations with hands-on activities they could complete with their child. They also got a tour of the school, an opportunity to meet the 4K teacher and principal, and ask any questions regarding their child and their transition into school. There is also a summer school program offered for our students both those going into 4K and those that are transitioning into kindergarten. These activities could not take place this spring (2021) due to Covid 19 restrictions and not having parents in the building.

Manawa Elementary School continues to work hard at helping the transition of our students from fifth grade to the new Middle School, which is grades 6-8. Students and teachers take a day to tour the middle school and meet the teachers. This is often a time for many apprehensive students to get their questions answered and get a feel for what to expect. As a district, we also offer a Summer School Transitions class for our

students where they learn how to use their locker, stay organized, test-taking skills, and other useful strategies to make their transition to junior high successful. In addition, all teachers in each grade fill out transition forms for students so that their next teacher is aware of their strengths, needs, and any additional support they will need to provide to ensure the students start the new year set up for success.

### **VIII. Teacher Participation in Assessment Decisions**

Beginning in the 2017-2018 school year, teachers are given an hour and a half each Wednesday for PLC time. During this time, teachers can work with their grade level team on reviewing student achievement data, goal-setting, and developing common assessments. Teachers have also been given training on how to use our STAR assessments to provide skill intervention or enrichment to our students. Having a key role in analyzing and using data makes it more relevant for teachers so there is a strong connection between data and the curriculum.

### **IX. Timely and Additional Assistance to Students Having Difficulty Mastering the Standards**

MES prides itself on our continually-improving Rtl model. A Building Consultation Team meets weekly to discuss students that are not making gains or having difficulty mastering the standards. Teachers sign up to be part of the meetings and bring useful data, so the team can implement skill aligned intervention and support. The following link will take you to the [District Rtl Plan](#).

We feel it is critical to find our students strengths and weaknesses and create ways to either help enhance their skills or improve their skills. Because of this, thirty minutes a day are set aside for Wolf Time. Wolf Time is an opportunity to work on skill deficits with a teacher that re-teaches and uses programs to close gaps, or it is an enrichment time to work on Project-Based Learning opportunities to enhance our above-benchmark students. Students that do need remediation for their skills are put into a Tier 2 intervention. They are given small group support from either a teacher or a math or reading interventionist. We monitor these students using progress monitoring tools to see if they are making improvements.

The most important part of our Rtl process is that we realize that our groups of students are always changing. Grade level teams meet quarterly or sometimes sooner if there is

new data, and they determine their new groupings of students. This constant monitoring and willingness to provide useful, tailored support for students makes our Wolf-Time an imperative part of the school day.

## **X. Coordination and Integration of Federal, State, and Local Resources**

Manawa Elementary School utilizes its Title I resources to provide teachers who specialize in reading and math instruction. These staff members work with all children in the school, but they are the main resource people for students needing additional support. In addition to these federal funds, MES uses other state and local resources to best meet the needs of our students and our school's mission. Utilization of all these resources follows federal requirements.

The following is a list of programs that have been made possible through state and local resources:

- Free and Reduced meals for qualifying families (Free breakfast and lunch for 2020-2021)
- After School Care on Early Release Days
- School Counselor, Nurse, Speech Therapist and Part-Time Psychologist
- Special Education Services
- Physical and Occupational Therapy
- Seal-A-Smile Dental Assistance
- Routine screenings for hearing, vision, or academic concerns
- Growth and Human Development Classes
- Red Ribbon Week
- Project Backpack (food for families in need)
- Project Back-to-School Backpack (school supplies for students in need)
- Clothing Drive
- Summer School Program for extended learning opportunities
- Intervention materials and support programming for both gifted and at-risk students
- PD opportunities for all staff
- PBIS incentive program
- Student Council

## **Dissemination, Review and Revision**

This schoolwide plan will be shared at a staff meeting so that all elementary staff can take part and ask any questions they may have. The plan also gets addressed during the Curriculum Committee meeting as well as at the school board meeting. It will also get linked to the district's website under the Title I tab once it has been reviewed and approved. Review and revision of this plan will take place annually. Once the initial assessment data is gathered during the next school year, the committee will begin to meet and analyze the findings and begin the Needs Assessment to determine focus areas. There will be meetings throughout the school year to reassess and add data and new programming. The plan will continue to be shared with all stakeholders on the district website.





**School District of Manawa  
Response to Intervention  
(RtI) Plan**

Meeting the Needs of ALL Students

Approved by the Manawa Board of Education  
July, 2021

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# Mission and Vision

## **Mission Statement:**

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

## **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.*

# What is RtI?

Response to Intervention (RtI) is based on the premise that all students can learn and achieve academic success when provided high quality, differentiated instruction built around a standards-based curriculum. A comprehensive system of tiered research/evidence-based interventions is critical for reaching all students' academic and behavioral needs. It is imperative that collaboration among administrators, educators and families be the foundation to responsive education. Thus, RtI is a process for achieving greater levels of academic and behavioral success for all students through high quality instruction, balanced assessment and collaboration.

The School District of Manawa's RtI process is based on the Wisconsin RtI Model. This process includes universal screening, building consultation team (BCT) meetings, three tiers of instruction, and progress monitoring.

# Decision Process

## **Referrals:**

Universal academic screeners will be administered in English and Math classes in 4-year-old kindergarten through tenth grade. For academic purposes, the classroom/course teacher identifies students who score below benchmarks on those screeners after each screening assessment window. Teachers gather additional historical and classroom data (ex. grades, work samples, formative and summative test scores) for identified students. Academic data will be analyzed by the referring teacher BCT following the screening windows.

Behavioral data will be analyzed monthly by the BCT to identify students needing additional behavioral supports based on identified criteria. Classroom teachers can refer students to BCT for behavior concerns at any time.

## **BCT structure:**

Building Principal

School Counselor - facilitator and note-taker

Classroom/Course Teacher(s) - bring classroom and testing data

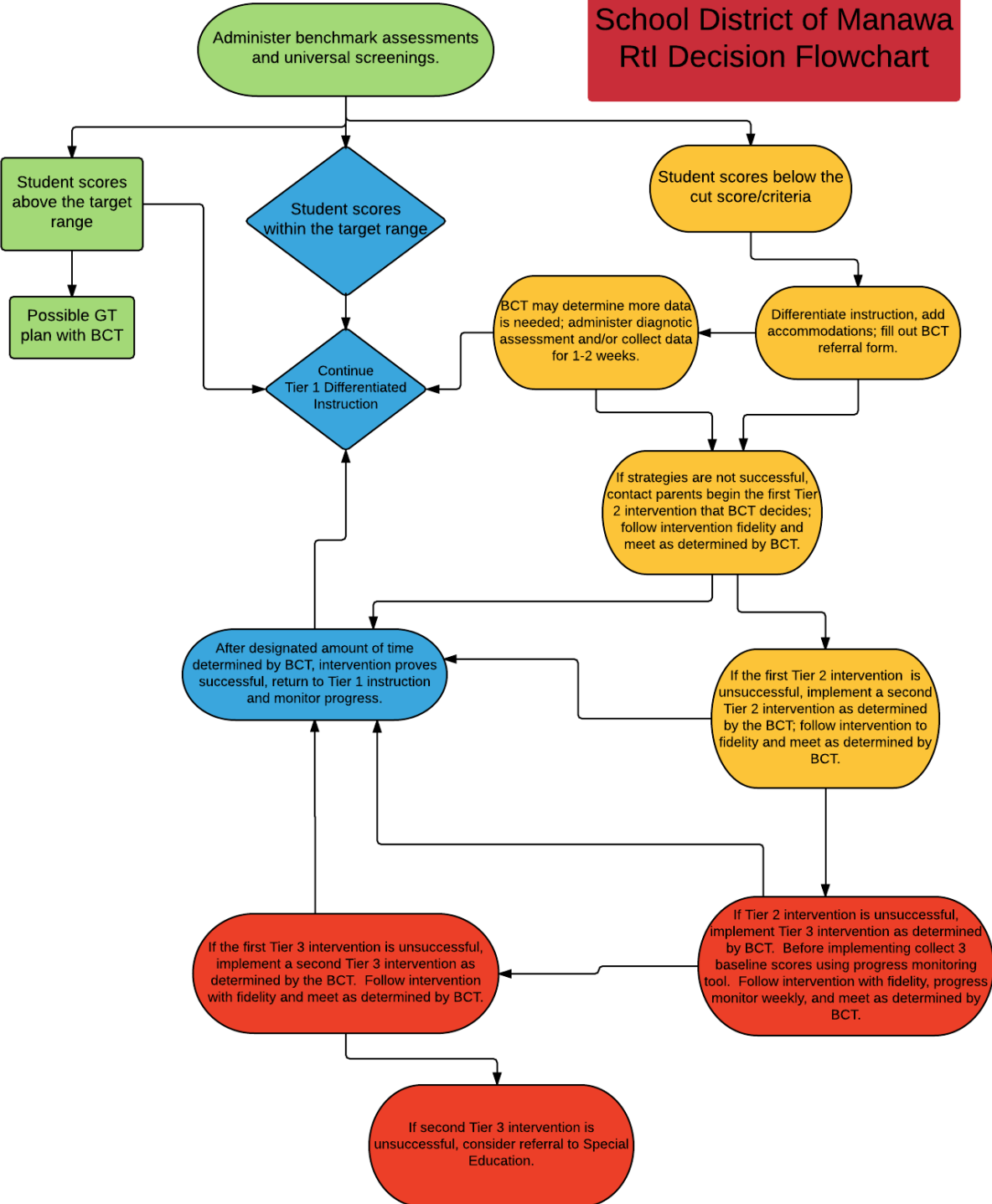
Content Expert

Parent - as appropriate, invited by the classroom/course teacher(s)

The BCT will meet using the BCT meeting format to determine the Intervention Plan. Principals will designate a person to contact parents to inform them their child will be receiving an intervention. All records related to the intervention plan will be maintained in the student's intervention file.

Based on the intervention plan, the team will evaluate the effectiveness of current interventions through progress monitoring at regular intervals. Follow-up with parents will be communicated as necessary. This decision process is repeated until the student no longer needs additional supports.

# School District of Manawa Rtl Decision Flowchart



# BCT Meeting Format

<p>1. Summary of Concern</p> <ul style="list-style-type: none"><li>● Problem identification - State concern in observable, measurable terms (progress monitor chart as available)</li><li>● Determine what data is needed and assign data collecting/recording responsibilities</li><li>● When appropriate data exists, calculate discrepancy between the student's current performance and the desired outcome</li><li>● Problem analysis; data-based hypothesis</li></ul>
<p>2. Create Goal</p> <ul style="list-style-type: none"><li>● State in observable, measurable terms</li><li>● Identify the replacement behavior/performance for the identified discrepancy</li></ul>
<p>3. Determine Intervention/Instructional Strategy</p> <ul style="list-style-type: none"><li>● What skill(s) will be taught based on the hypothesis?</li><li>● If it is a performance concern, what strategies will be used?</li><li>● How will the skill be taught or the strategies be implemented?</li><li>● Who will teach the skill and/or implement the strategies?</li><li>● When will the skill be taught and the strategies be implemented?</li><li>● How long will instruction occur (20 min. per day/3 times per week)?</li><li>● Where will instruction occur (whole group, small group, 1:1)?</li></ul>
<p>4. Set Progress Monitoring System</p> <ul style="list-style-type: none"><li>● What progress monitoring tool will be used?</li><li>● Can it be graphed? If not, try something that can be graphed.</li><li>● Who will monitor progress?</li><li>● How often will progress monitoring be done?</li></ul>
<p>5. Assign Responsibilities</p> <ul style="list-style-type: none"><li>● Who will support the intervention or instructional strategy? How?</li><li>● Fidelity check and treatment integrity - Who will observe the intervention or strategy in action to ensure fidelity and integrity?</li></ul>
<p>6. Determine Follow-up BCT Meeting Date</p> <ul style="list-style-type: none"><li>● Is follow-up in one week, 2 weeks, 4 weeks, etc. needed? (Do Not exceed six weeks if follow-up is needed.)</li><li>● Schedule data review in 4-6 weeks</li></ul>

# Glossary of Terms

**Building Consultation Team (BCT)** - Multi-disciplinary team meetings where student issues are addressed through a defined process in four stages: 1.) identify concern, 2.) concern analysis, 3.) plan implementation, and 4.) plan evaluation.

**Differentiated Instruction** - Process of designing lesson plans that meet the needs of the range of learners; such planning includes learning objectives, grouping practices, teaching methods, varied assignments, and varied materials chosen based on student skill levels, interest levels, and learning preferences.

**Evidence-based Practice** - Educational practices whose effectiveness has been demonstrated through rigorous research methods that use objective and systematic procedures, such as experimental or quasi-experimental research.

**Fidelity of Implementation** - Implementation of an intervention, strategy, program, or curriculum according to research findings and/or developer' specifications.

**Formative Assessment/Evaluation** - Assessment for learning; classroom/curriculum measures of student progress; monitors progress made towards achieving learning outcomes; informs instructional decision-making.

**Functional Assessment** -

*Behaviors:* Process to identify the problem; determine the function or purpose of the behavior, and to develop interventions to teach acceptable alternatives to the behavior.

*Academics:* Process to identify the skill gap, strategies that have and have not been effective, and to develop interventions to teach the necessary skill(s).

**Positive Behavior Supports** - Evidence-based practices embedded in the school curriculum, culture, expectations, etc. that have a prevention focus; teaching, practicing, and demonstrating prosocial behaviors.

**Progress Monitoring** - Scientifically-based practice used to assess students' academic performance and evaluate the effectiveness of instruction. Progress monitoring can be implemented with individual students or an entire class. Also, the process is used to monitor implementation of specific interventions.

**Scientific, Research-based Instruction** - Curriculum and educational interventions that have been proven to be effective for most students based on scientific study.

**Summative Assessment** - Assessment of learning; comprehensive in nature and provides accountability; is used to check the level of learning at the end of a unit of study.

**Universal Screening** - Administration of a common assessment to all students in the classroom or grade level.



# School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Board of Education  
From: Dr. Melanie J. Oppor  
Date: July 6, 2021  
Re: Professional Educator Handbook Updates

Page	Change
10	<p><b>E. EQUAL EMPLOYMENT OPPORTUNITY</b></p> <p>The Board does not discriminate in the employment of <del>support</del><b>professional</b> staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender 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.), national origin, 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 outside of professional responsibilities, or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (as defined in §111.32, Wis. Stats.). <i>(Policy 3122, 4122)</i></p>
13	<p><b>10. Equipment Disposal or Relocation</b></p> <p>All District-owned equipment intended to be moved to another building site or declared surplus for disposal purposes must first be approved by the principal for such change in use. <del>An “Equipment Disposal/Relocation Request Form” must be submitted to and approved by the principal before any change is made. Classroom or building inventories should be adjusted accordingly. by updating the classroom or building inventory and submitting it to the building principal.</del></p>
14	<p><b>13. Grading</b></p> <p><u>Professional educators must be familiar with and abide by the District’s policy and administrative guidelines regarding grading practices. <i>(Policy 5421 and Administrative Guidelines 5421A and 5430)</i></u></p>
14	<p><b>13.14. Information Technology</b></p> <p>The Manawa Board of Education has established policies that specify the rules for employee use of District-owned technology as well as personally-owned technology. Professional educators are expected to know and abide by the District’s policies and administrative guidelines related to use of technology. <u>“Staff Technology Resources” can be found on the District’s webpage at: <a href="https://www.manawaschools.org/staff/staff-tech.cfm">https://www.manawaschools.org/staff/staff-tech.cfm</a> <i>(Policy 7540.04, Policy 7540.06, and Administrative Guideline 7540.04)</i></u></p>
17	







# School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

	<p><b>29. Substitute Teachers</b> Professional educators must use the District’s procedures whenever a substitute teacher is needed. Student teachers shall not be used as substitutes. Only the sub caller may make arrangements for substitutes, except when a principal must utilize internal substitutes due to an emergency situation or when a professional educator intends to be absent for non-school business for <u>sixty (60) minutes or less</u> <del>than a half-day</del> for which the professional educator must make arrangements with a colleague for coverage and notify the principal of the arrangements in advance of the absence. Substitute teachers are directly responsible to the building principal during the time they are assigned to that principal’s building. Professional educators are responsible for providing current seating charts, lesson plans, classroom rules, and other information necessary for the orderly and effective operation of the class by the substitute. <u>(See also SDM Substitute Process under shared Google documents.)</u></p>
20	<p>h. Implementation of discipline plans, IEPs, 504 plans, <u>RtI</u> plans, <u>EL</u> plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;</p>
22	<p><u>Summer School Employees</u>: A summer school employee is defined as a professional educator who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.</p> <p><del>The District will employ professional educators by issuing Individual Teaching Contracts to each professional educator. The Individual Teaching Contracts must be signed and returned to the District Office no later than the stated deadline in order to become a valid contract for the succeeding year.</del></p> <p><del>The non-renewal of Individual Teaching Contracts shall be governed by § 118.22, Wis. Stats.</del></p>
23	<p>All current employees in <u>good standing with</u> the District may apply for summer school positions.</p>
25	<p><b>3. Extra-Curricular Stipends</b> Teachers may be assigned extra-curricular activities. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The District will publish a schedule outlining the compensation for extra-curricular assignments <u>in the Salary and Stipend Guide</u>.</p>
25	<p><b>5. Substitute Assignment</b> Teachers who are asked to substitute for another teacher will receive \$18.00 per class <u>period</u>.</p>





## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

28	<p><b>D. WORKERS' COMPENSATION</b></p> <p>Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available <a href="#">in his/her school office on the District webpage&gt;Staff Home&gt;Incident Reports</a>.</p>
29	<p>It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for <u>sixty (60) minutes or less than a half-day</u>, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. If the principal, school office, or substitute caller is used to provide a substitute, then the professional educator will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.</p>
32	<p>A teacher <u>will not accrue a year of service unless working must work</u> a minimum of one hundred twenty (120) paid work days in a school year <u>to be eligible for a year of service for early retirement purposes</u>. A teacher teaching less than full-time (1.0 FTE) will have their percentage of teaching pro-rated <u>toward a partial year of service as a percentage of full-time employment for early retirement purposes</u> (e.g., a teacher teaching 0.5 FTE will receive a half year experience <u>for retirement purposes</u>).</p>





**Students choosing to excel; realizing their strengths.**

To: Board of Education  
 From: Dr. Melanie J. Oppor  
 Date: July 6, 2021  
 Re: Supplement to SDM Professional Educator Handbook Cover Sheet

Page	Section/ Paragraph	Concern/Question
3	Principle #2	This is the Board of Education’s mission, vision, and core values. In guiding principle number 2, evidence of closing achievement gaps among sub-groups of students and their peers is required in both state and federal reports to include data used to assess the district’s effectiveness on the state report card as one example. The Office of Civil Rights (OCR) defines the protected classes. The SDM monitors all students’ growth but also must show that students in sub-groups such as students identified as economically disadvantaged (based on free-reduced lunch statistics), students with disabilities, and students for whom English is not their first language perform at high academic levels. Each Wisconsin district is required to provide data to show that the sub-group is academically performing at the same level as their peers not in the sub-group. For example, students that are economically disadvantaged should be performing at the same level as their peers who are not economically disadvantaged. Educational opportunities are intended to mitigate any potential disadvantage that may exist due to economic status.
4-5	Grading	District employees are expected to be familiar with and apply all SDM policies and administrative guidelines. Even if a policy or administrative guideline is not listed in the handbook, the employee is still expected to follow the policies and administrative guidelines. Grading was added to the SDM Professional Educator Handbook as this is a central task of teachers.
9	Anti-harassment and all related requests to follow unless otherwise noted.	Policy and administrative guideline references are being updated throughout the handbook. The primary reference is included in the handbook. There are over twenty related references to anti-harassment.

11	Outside Activities	This topic was discussed also with the Support Staff Handbook. Examples are generally avoided for this sort of topic as it sometimes narrows the reader's perspective on the topic and the district cannot mention every possible form of perceived violation. Generally, this type of situation results in a private conversation with the employee. It is about building awareness around the public perception of the professional educator or their employer. To date, nothing more than a conversation has been needed.
11	J. Civic Activities	This topic may require more Board discussion. Civic education as it is applied here refers to how to participate in local government, civic or community organizations, and the like. Students do volunteer work for numerous organizations and businesses in the community such as visiting residents at the nursing home.
14	12. Homework	Administrative Guideline referenced added.
14	13. Information Technology	The primary references were added.
14	16. Legal Actions	This is a handbook expectation linked to Policy 3121 – Criminal History Record Check. The employee is expected to report the legal action to trigger a new criminal history record check.
15	20. Outside Employment	This handbook reference stands on its own.
16	Physical Exam	The Support Staff and Professional Educator Handbooks now mirror each other in this section.
16	Appearance	The policy reference was included and this handbook reference has added information that stands on its own.
16-17	Safety Training	The trainings listed in this section of the handbook are related to Policy 8420 – School Safety but that policy reference is about general safety. The required trainings are not specifically listed in policy as they vary by job designation.
17	29. Substitute Teachers	A teacher who substitutes for another teacher receives \$18.00 per class period. This information will also be included in the Salary and Stipend Guide.
18	33. Work Stoppage	Confirmed accurate legal reference and revised. Added policy reference.
19	5. School Calendar	The SDM required number of professional educator working days is a contractual arrangement between the District and each teacher. The number of contract days is not required in statute or policy. The Board has the authority to adjust contractual agreements per legal timelines. The calendar committee annually ensures that the correct number of days/instructional minutes are included in the calendar recommended for Board of Education approval using the following process:

		<p style="text-align: center;"><b>Calendar Committee Process</b></p> <p><u>188 Contract Days</u>  176 Student days  2 Holidays (paid) - Labor Day &amp; Memorial Day (all other holidays fall during scheduled breaks)  2 Parent/Teacher Conference days - 15 hours total  8 In-service/Workdays (to fulfill the contract)  6 scheduled, 2 Summer Sponsored Workshop Choice</p> <p>Parent Teacher Conferences count as contract days - total 15 hours = 2 contract days  First Parent Teacher Conference at the end of October  1 contract day = 7.5 working hours, may include an unpaid meal break</p> <p>In-service Days</p> <ul style="list-style-type: none"> <li>• 2 Summer Sponsored Workshops (15 total hours) <ul style="list-style-type: none"> <li>○ Plus an added mandatory new curriculum training for identified staff receiving new curriculum adoptions (7.5 hours)</li> </ul> </li> <li>• 2 - August 30, 31 (back-to-school night is a required meeting)</li> <li>• 1 - September 1</li> <li>• 0.5 - October 29 (a.m.)</li> <li>• 1 - January 24</li> <li>• 1 - February 21</li> <li>• 0.5 - June 3 (p.m.)</li> </ul> <p>Snow/Inclement Weather Days - The first 3 days of missed student contact are not made up as there are adequate instructional minutes in the school calendar to accommodate. Day 4 and beyond will be made up on the vacation day after Easter or by extending the end of the school year.</p> <p>Any time put in beyond the contract days can count toward \$AM points or can be paid out at the indicated rate (\$20 or \$25 per hour).</p>
20	3. Curriculum Development	In 2021, the English language arts curriculum is being updated. The process is documented but needs to be updated to reflect the years moving forward and current practices. When this document is completed and endorsed by the Curriculum Committee, it will be found in the staff resources section of the District website.
20	3. Curriculum Development	The curriculum writing stipend will be included in the Salary and Stipend Guide.
20	3. Curriculum Development	The curriculum maps are formatted based on the research of Wiggins and McTighe’s backward design. Teachers are taught

		the process and provided the template at the time when they will be participating in curriculum writing.
20-21	4. Professional Duties	Policy reference was added. This section reinforces information contained in the job description.
21	1. Employee Evaluation	Policy and Administrative Guidelines were added. Legal references are included in the policy and guideline.
21-22	2. Employee Discipline	Policies were added. Legal references are included in the policy.
22	Regular Full-time	This entire section of the handbook has been removed as these definitions are not used.
23	3. Transfers	A policy reference was added for vacancies.
22-23	3. Transfers	The Board of Education does approve the hire of all teachers and administrators. In past practice if a teacher transfer was being recommended, it would appear on the Board of Education Consent Agenda. This practice could be changed if the Board would prefer.
23	4. Reductions in Staff	The policy reference was added along with the location of the teacher resources regarding the evaluation process. Teachers go through an orientation process with their principals regarding how the online evaluation process works. The SDM uses the Wisconsin Department of Public Instruction approved CESA #6 model for Educator Effectiveness. <a href="https://dpi.wi.gov/ee">https://dpi.wi.gov/ee</a>
26	1. Salary	The website location of the <i>Salary and Stipend Guide</i> was added.
26	3. Extra-Curricular	All extra-curricular assignments for which compensation is given are listed in the <i>Salary and Stipend Guide</i> . The <i>Salary and Stipend Guide</i> is among the handbooks that the Board of Education approves annually.
26	4. Supervisory Duties	All supervisory duties for which compensation is given are listed in the <i>Salary and Stipend Guide</i> . The <i>Salary and Stipend Guide</i> is among the handbooks that the Board of Education approves annually.
32	B. Family and Medical Leave Act	Professional educators have access to both FMLA (federal) and WFMLA (state). This issue was referred to NEOLA. NEOLA's response is that they believe both leaves are appropriately addressed in the policy. NEOLA is awaiting further clarification on this topic.
32	1. Unpaid Leave of Absence	All the information is relevant but has been reworded to make it easier to understand. The issue was if or how a teacher accrues years of service during an unpaid leave of absence. Years of service can impact retirement benefits.
33	A. Letter of Assignment	Added reference to stipend found in the <i>Salary and Stipend Guide</i> .
?	?	The <i>Mentor Handbook</i> is a separate document presented to the Board by the principals at the August Policy and Human

		Resources Committee meeting. Details about the teacher mentor program will be detailed in that document.
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**Students choosing to excel; realizing their strengths.**

# Professional Educator Handbook

*Approved by the Manawa Board of Education on August 19, 2019*

*Revised on Aug. 17, 2015*

*Revised on March 14, 2016*

*Revised on February 20, 2017*

*Revised on May 21, 2018*

*Revised on August 5, 2019*

*Revised on July 16, 2020*

**School District of Manawa  
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# School District of Manawa

## Students Choosing to Excel, Realizing their Strengths

### **Mission Statement:**

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

### **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.*

### **Guiding Principles Grouped by Core Values:**

1. **Student Success - The District focuses on addressing the needs of all students by creating a student-centered learning environment conducive to all learners.**
2. **Highly Effective Staff – The District demonstrates accountability to the students and community it serves by promoting high standards for:**
  - *Creating academically rigorous curriculum and instruction for ALL.*
  - *Closing the achievement gaps between sub-groups of students and their peers.*
  - *Engaging in regular professional development on research-based best practices.*
  - *Supporting and rewarding innovative and progressive initiatives.*
  - *Fostering a positive attitude toward change.*
  - *Expecting the highest degree of professionalism.*
  - *Creating a culture of competent and passionate employees.*
3. **Innovative Leadership – The District demonstrates accountability to the students and community it serves by holding high leadership standards for:**
  - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
  - *Budgeting with the needs of all learners as the first priority.*
  - *Recruiting and retaining highly effective educators.*
  - *Creating balanced programming options for remediation and enrichment.*
4. **Parent-Community Engagement – The District is a centers of community life and enhances the community’s quality of life to the extent that it promotes and supports:**
  - *Collaborating with all stakeholders involved in issues prior to decision-making.*
  - *Being transparent in communications.*
  - *Maintaining an open door policy.*
  - *Creating a culture that develops and sustains school/district pride.*
  - *Offering academic and social programs for families and the community.*
5. **Learning Environment – Successful teaching and learning are nurtured in an institutional climate characterized by:**
  - *Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational and reliable work spaces for all.*
  - *Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.*
  - *Supplying and maintaining contemporary technology.*

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# I. INTRODUCTION

## A. WELCOME

We are pleased to have you as a member of the faculty of the School District of Manawa (SDM). The skills and commitment each employee brings to his/her job makes an important contribution to our goal of providing excellence in education to the students and families of the SDM. It is the District's responsibility to provide for the public education of students from 4-year-old kindergarten (4-K) through twelfth grade. The school system is governed by a seven-member Board of Education elected by area for 3-year terms by the residents of the District. The District Administrator is responsible for overall administration of the schools and implementation of Board policies. A SDM employee can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein.

This *Professional Educator Handbook* has been written to provide information and guidance to faculty members. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to the District Administrator or your immediate supervisor.

## B. DISCLAIMER

**This Employee Policy Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or an appointment of employment, expressed or implied. All of the District's employees are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by appointment or statute. The School District of Manawa Board of Education reserves the right to add, delete or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Manawa, at any time with or without notice. The School District of Manawa Board of Education recognized the District's employees are an integral part of the development of terms and conditions of employment found within this Handbook. The Board of Education and/or its representatives will inform district employees prior to making any modifications found within this Handbook.**

Violations of the terms of the *Professional Educator Handbook*, policies, regulations, or guidelines may result in disciplinary action, up to and including, termination of employment.

This *Professional Educator Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

This Handbook is not all-inclusive of the information for which faculty members are responsible for knowing and following. Additional publications that faculty members should follow include, but are not limited to, Board policies and guidelines, the *Teacher Performance Evaluation* (TPE) document, building bulletins and handbooks, the Mentoring Handbook, administrative announcements, and curriculum guides.

## II. EMPLOYMENT POLICIES

### A. ANTI-HARASSMENT POLICY

The School District of Manawa is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it. *(See Policy 3362.)*

Harassment refers to physical or verbal conduct, or psychological abuse, by any person who disrupts or interferes with a person's work performance, or which creates an intimidating, hostile, or offensive work environment. Harassment may be student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical interference with movement, activities, or work.
3. Visual harassment, including derogatory cartoons, drawings, or posters.
4. Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance. Sexual harassment can take the form of any unwanted sexual attention ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, unsatisfactory work evaluations, different treatment, sarcasm, or unwarranted comments to or by peers.

Any individual who believes he/she has been subjected to harassment by any other person should report that incident to a building principal or to the District Administrator. If an employee is not comfortable making a complaint to their building principal or the District Administrator, the complaint may be made to the District Compliance Coordinators. It is the intent of the District to establish an atmosphere where complaints are timely investigated and the harassment is appropriately addressed. The Board designates the following individuals to serve as the District's Compliance Officers:

Dan Wolfgram, Secondary Principal  
515 E. Fourth St.  
Manawa, WI 54949

920-596-2524

[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)

Carmen O'Brien, Business Manager  
800 Beech Street  
Manawa, WI 54949

920-596-2524

[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

### B. COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain of command by bringing the concern or idea forward to his/her immediate supervisor/evaluator.



## C. CONFLICT OF INTEREST AND ETHICAL STANDARDS

Professional educators are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to §19.59 and § 946.13 Wisconsin Stats.

## D. DRUG-FREE WORKPLACE

The District seeks to provide a safe, drug and tobacco-free workplace for all of its employees. The manufacture, distribution, dispensation, possession, or use of tobacco, alcohol, inhalants, controlled substances, substances represented to be such (i.e. fake or look-alike substances), or unauthorized prescription medication, is prohibited on school premises, in school vehicles, or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, be under the influence of, or distribute any illegal drug, unauthorized prescription medication or alcoholic beverage as defined in Wisconsin Statutes while on school premises, during working hours or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illegal drug, unauthorized prescription medication or alcoholic beverage on school premises, during working hours or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including termination of employment. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a)(1)(D).

After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

## E. EQUAL EMPLOYMENT OPPORTUNITY

The Board does not discriminate in the employment of ~~support-professional~~ staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender 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.), national origin, 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 outside of professional responsibilities, or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (as defined in §111.32, Wis. Stats.). (*Policy 3122,-4122*)

## F. IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must

complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

### **G. OUTSIDE ACTIVITIES OF STAFF**

Professional educators are expected to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. This would include engaging in social media communications that may portray the District in a negative light. [\(Policy 3231\)](#)

### **H. PERSONNEL FILES**

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. If an employee has a change in any of the following information, the employee is expected to contact the Payroll Office as soon as possible:

1. Legal name
2. Home address
3. Primary telephone number
4. Emergency contact
5. Marital status
6. Change of beneficiary
7. Exemptions (W-4 Tax Form)

Any access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of employees and grant access to inspect or review those records as provided for in §103.13 Wis. Stats.

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established to either have a correction made to the information in question or to have the content in question removed from the file.

### **I. POLITICAL ACTIVITIES OF STAFF**

Because political activities may be disruptive, divisive, and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings, in school buses and vehicles, and at all school-sponsored activities unless part of a Board approved teaching unit.

### **J. CIVIC ACTIVITIES OF STAFF**

Developing a sense of civic engagement and promoting a democratic society is at the heart of public education. Staff is encouraged to promote civic education.

## **III. EMPLOYMENT CONDITIONS**

### **A. EMPLOYEE EXPECTATIONS**

#### **1. Attendance**

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the District to operate effectively, employees are expected to perform all assigned duties. Teachers are professionals with a unique set of skills and competencies. They shall be present for the students they teach or supervise and shall organize their schedules to satisfy the demands of their profession. When leaving the school premises, they shall sign out in the school office.

Employees who are unable to report to work shall follow the procedures for reporting his/her absence and obtaining a substitute. Any time spent not working during an employee's scheduled day must be accounted for in the substitute assignment system. The District monitors attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

## **2. Background Checks for Employment**

Anyone applying for a position in the District is required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- a. Has been convicted of a misdemeanor or felony in this state or any other state or country; and
- b. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet a district's performance expectations, incompetence, inefficiency, neglect of duty, potentially illegal conduct, unprofessional conduct, or insubordination.

Knowingly falsifying or omitting information shall be sufficient grounds for termination of employment.

Additionally, anyone applying for any position shall be required to agree to the release of all records to the Board for examination for the purpose of verifying the accuracy of background and criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

## **3. Child Abuse Reporting Requirement**

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each professional educator employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The professional educator shall immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and be responsible for contacting the appropriate authorities (Manawa Police Department, Waupaca County Sheriff's Department, and/or Waupaca County Department of Health and Human Services) who will then provide additional steps depending on the situational details and the child's residence address.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

## **4. Confidentiality**

Wisconsin Statutes 118.125 and 118.26 outline the confidentiality of all student records including behavioral, health, and academic records. The District interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Failure to maintain the confidentiality of student records shall result in discipline, up to and including, termination of employment.

### **5. Copyright**

A variety of machines and equipment for reproducing materials to assist employees in carrying out their educational assignments are available to professional educators in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards for District employees. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

### **6. District Safety Plan**

The District has standardized emergency procedures for use when the situation requires emergency safety measures. Each professional educator should know exactly what the emergency procedures are and where the emergency procedures are located for the assigned classroom or work location. Employees must follow the prescribed procedures during any emergency drill or situation.

### **7. Identification Badge**

In order to maintain a safe, secure environment, all employees are required to have their photographs taken and to wear the District-issued identification badge during the work day and at District functions when serving in a rework-related role.

### **8. District Property**

The District may supply an employee with equipment or supplies to assist the professional educator in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft.

Employees may not utilize District property for personal use or gain. Limited use of telecommunications equipment, computer equipment, software, and minimal duplication-for-a-fee copy machine use are exceptions when used appropriately and do not interfere with the work responsibilities of the professional educator.

Any equipment, unused supplies, or keys issued must be returned prior to the professional educator’s last day of employment, including, but not limited to employee identification badges, parking permit, keys, and the key fob for building entry.

### **9. Emergency Drills**

Every school conducts emergency drills in accordance with state law. All employees present in a building at the time of an emergency drill are required to participate in the drill.

### **10. Equipment Disposal or Relocation**

All District-owned equipment intended to be moved to another building site or declared surplus for disposal purposes must first be approved by the principal for such change in use. ~~An “Equipment Disposal/Relocation Request Form” must be submitted to and approved by the principal before any change is made. Classroom or building inventories should be adjusted accordingly.~~ by updating the classroom or building inventory and submitting it to the building principal.

## **11. False Reports**

Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, investigatory interviews, physician's statements, pre-employment statements, paid leave requests, student records, tax withholding forms, and work reports.

## **12. Homework**

Professional educators must be familiar with and abide by the District's policy and administrative guidelines regarding the assignment of homework to students. (*Policy 2330 and Administrative Guideline 2330*)

## **13. Grading**

Professional educators must be familiar with and abide by the District's policy and administrative guidelines regarding grading practices. (*Policy 5421 and Administrative Guidelines 5421A and 5430*)

## **13.14. Information Technology**

The Manawa Board of Education has established policies that specify the rules for employee use of District-owned technology as well as personally-owned technology. Professional educators are expected to know and abide by the District's policies and administrative guidelines related to use of technology. "Staff Technology Resources" can be found on the District's webpage at: <https://www.manawaschools.org/staff/staff-tech.cfm> (*Policy 7540.04, Policy 7540.06, and Administrative Guideline 7540.04*)

Users of the District's information technology should have no expectation of privacy in the content of their personal files and records of their online activity while on the District's network.

## **14.15. Injuries to Employees**

Professional educators are covered under Workers Compensation Insurance (Section 102.31, Wis. Stats.). In accordance with District policy, any work-related injury must be reported to the school office immediately so that proper reports may be filed for medical/hospital bills as well as claims for time off from work due to the injury. Failure to report an injury may jeopardize an employee's claim for payment of medical bills, disability claims, and/or back wages. Injuries sustained while on the job may not be covered under an employee's personal health insurance. It is the employee's responsibility to file injury reports with the school office within 24 hours of the event; the District assumes no responsibility for filing such reports.

## **15.16. Injuries to Students**

Professional educators are responsible for reporting any student injury to the school office immediately. Each school's procedures for first aid, medical assistance, emergency assistance, parental contact, and appropriate written reports will be followed within 24 hours of the event.

## **16.17. Legal Actions Involving Employees**

Every professional educator shall notify his/her principal as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude.

The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension 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 of employment. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not be an automatic basis for termination of employment. The District shall consider the following factors in

determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- a. the nature of the offense;
- b. the date of the offense;
- c. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment, or conviction.

#### **17.18. Licensure/Certification**

The term “teacher” means any person who is required to hold a certificate issued by the Department of Public Instruction (e.g., classroom teachers, librarians, counselors, etc.). (*Policy 3120*)-

Evidence of such legal authority to teach must be filed with the District Administrator prior to the effective date of any teaching appointment.

All matters related to obtaining and renewing a teaching license or certification is the professional educator’s personal responsibility. Each professional educator who is required to be licensed or certified by law must provide the District with a copy of his/her current license or certificate to be maintained in his/her personnel file. Professional educators are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject shall be void. All teaching contracts shall terminate if, and when, the employee’s authority to teach terminates, and no person shall be employed with an expired license. Employees shall maintain the licenses that are in effect upon hire. If a teacher changes his/her certification with the Department of Public Instruction, he/she must immediately notify the District Administrator in writing.

#### **18.19. Operation of District Vehicles**

All professional educators who drive a District vehicle must provide proof of a valid driver’s license. Continued use of District vehicles is contingent on following the rules and procedures for using District vehicles. Professional employees who drive District vehicles must notify his/her principal immediately of any driving citation or conviction of a traffic violation. Principals receiving such notice will immediately notify the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District or personal vehicle.

The District completes background checks on all employees that includes the employee’s driving record. A staff member may have restrictions on transporting students or may be restricted from driving a district vehicle based on the information contained in the driving record. (*Policy , Administrative Guideline 3440C*)

#### **19.20. Operation of Personal Vehicle**

Professional educators who are required to drive their personal vehicle for District business or activities will be reimbursed at the IRS rate. The employee’s personal insurance shall serve as the first level of coverage. If a professional educator is transporting students in a personal vehicle, the person is required to have the Department of Transportation vehicle inspection form completed and submitted to the District Office prior to transporting students. In addition, a copy of the professional educator’s valid driver’s license and copy of proof of insurance must also be submitted to the District Office. (*Policy 8660 and Administrative Guidelines 3340B and 8660*)

#### **20.21. Outside Employment**

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the professional educator’s regular position with the District. Professional educators shall

not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board expects professional educators to devote maximum effort to the position in which employed. A professional educator will not perform any duties related to an outside job during the additional time that the responsibilities of the District's position requires; nor will a professional educator use any District facilities, equipment, or materials in performing outside work. When the periods of work are such that certain evenings, days, or vacation periods are duty free, the professional educator may use such off-duty time for the purposes of non-school employment.

#### **21-22. Physical Examination, Drug Test, and Tuberculosis Risk Assessment**

As a requirement for employment and in accordance with section 118.25 of the Wisconsin Statutes, employees will be required to furnish evidence of a physical examination and a Wisconsin tuberculosis (TB) risk assessment questionnaire screening form. When hired, a professional educator will be given a conditional offer of employment, contingent on evidence that the employee is of sound health and able to perform the essential functions of their job.

~~The physical examination will be performed by ThedaCare at Work.~~

~~A Wisconsin tuberculosis (TB) risk assessment questionnaire screening form (if not already reviewed by the District Nurse) and drug test must also be performed by ThedaCare at Work. The results of the testing must be submitted to the District Administrator before the effective date of employment.~~

The physical examination must be performed by ThedaCare at Work and the result recorded on a standard form furnished by the Board of Education. The form must be submitted to the District Administrator before the effective date of employment. Upon receipt of the form, the Board of Education shall pay for the physical examination.

The Wisconsin Tuberculosis (TB) Risk Assessment Questionnaire Screen must be filled out as part of the physical at ThedaCare at Work or under the direction of the District Nurse. If a skin tuberculin test is recommended, the test must be completed during the physical, prior to the first day of work. Subsequent physical examinations will be required at intervals determined by the School Board, consistent with state and federal laws.

A physical or mental examination may be requested by the District's Administration whenever an employee demonstrates any physical or mental disorder that may impact his/her performance. The employee shall be notified of the reason(s) for the examination and such examination shall be arranged and paid for by the Board of Education.

An employee may request an exemption from the physical examination requirement for religious reasons by filing an affidavit with the Board stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. If there is reasonable cause to believe that an employee who has requested an exemption is suffering from an illness detrimental to the health of the pupils, the School Board may require a health examination sufficient to determine whether the employee is suffering from such an illness. The School Board shall not discriminate against any employee for filing an affidavit seeking an exemption from the physical requirement.

The District shall maintain all physical examination records and other medical records in a file separate from all other personnel records, and shall treat such records as confidential medical records, in accordance with state and federal laws and regulations. (Policy 3160)

**Fitness for Duty:** The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises concerning the professional educator's ability to perform the essential functions

of his/her job, and consistent with the limitations imposed by applicable State and Federal law. Failure to comply with this request or failure to provide a doctor's certification of fitness for duties assigned may result in discipline, up to and including, termination of employment. \_-

### **22-23. Professional Appearance**

Professional educators are expected to be neat and professional in their dress and grooming. When on duty for the District, professional educators are role models for students and are expected to dress in a manner that is consistent with District expectations. Business casual is most appropriate. Casual dress is appropriate for field trips, shop experience, lab experiment, or clean-up which would possibly soil clothing. Employees must get approval from their principal if they feel business casual would not be appropriate for their level or certain activity. Administration will determine when personal protective equipment must be worn. On occasion, there are theme-based school/district sponsored days (ex. Homecoming, Think Pink, Red Ribbon Week, or sports-related days) where exceptions are made to the usual business casual dress. ([\*Policy 3216\*](#))

### **23-24. Professional Development**

All professional educators are expected to pursue independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource. ([\*Policy 3242\*](#))

### **24-25. Residency**

The District encourages employees to reside within the school district.

### **25-26. Safety Training**

Professional educators for whom training in the following areas is deemed necessary and appropriate shall be trained as part of the District's safety program:

- a. the control of blood-borne pathogens
- b. the information regarding hazardous chemicals
- c. the use of automated external defibrillators
- d. the control of casual-contact communicable diseases
- e. the control of direct-contact communicable diseases
- f. the use of Cardio-Pulmonary Resuscitation (CPR)
- g. the use of Basic First Aid

Administrators may designate any safety training a condition of continued employment when provided at the District's expense.

### **26-27. Solicitations**

Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District's vision, mission, and purpose.

### **27-28. Student Supervision**

The District requires each professional educator to maintain a standard of care for supervision, control, and protection of students commensurate with the employee's assigned duties and responsibilities.

### **28-29. Student Teachers**

The District recognizes its responsibility to assist in the training of future teachers by providing classroom placements for student teachers. Professional educators of the District will comply with the District's rules



and procedures for the placement and supervision of student teachers.

### **29.30. Substitute Teachers**

Professional educators must use the District's procedures whenever a substitute teacher is needed. Student teachers shall not be used as substitutes. Only the sub caller may make arrangements for substitutes, except when a principal must utilize internal substitutes due to an emergency situation or when a professional educator intends to be absent for non-school business for sixty (60) minutes or less ~~than a half day~~ for which the professional educator must make arrangements with a colleague for coverage and notify the principal of the arrangements in advance of the absence. Substitute teachers are directly responsible to the building principal during the time they are assigned to that principal's building. Professional educators are responsible for providing current seating charts, lesson plans, classroom rules, and other information necessary for the orderly and effective operation of the class by the substitute. (See also SDM Substitute Process under shared Google documents.)

Teachers who are asked to substitute for another teacher will receive \$18.00 per class period.

### **30.31. Unpaid Debt to the District**

Employees that accrue debt due to unpaid food service bills, non-sufficient funds check, or other reasons will have this amount subtracted from their pay on the June 15<sup>th</sup> payroll.

### **31.32. Volunteers**

The District encourages community interest and participation in its schools in many ways, one of which is provision for volunteer service by qualified adults in assisting students and teachers in a variety of school and classroom-related activities. Proper utilization of volunteers not only affords personal satisfaction to adults interested in volunteer service, but it also affords increased learning opportunities to students who can benefit from a variety of learning experiences provided by the volunteer under the direction of the professional educator. All volunteers who work directly with students are required to have the District-prescribed annual background check. Special rules apply for teen volunteers.

Designated volunteer programs such as the Senior Tax Exchange Program (STEP) are of particular value to the students of the District. Because of the value of these designated volunteer programs and of volunteers in general, professional educators are expected to support the use of volunteers in their schools, their classrooms, and during school activities. Volunteers are to complete tasks of educational benefit set for them by the professional educators they are assisting. A volunteer is not empowered to independently diagnose student learning needs or prescribe student activities or formally evaluate student work. The latter tasks are reserved for the professional educator responsible for the students.

### **32.33. Work Spaces**

Professional educators are expected to maintain professional and appropriate work spaces that are consistent with the professional educator's assignment and the District's educational program. Personal items should be kept to a minimum and should never violate District policies or directives. Personal appliances (e.g., coffee makers, refrigerators, microwaves) are not permitted in classroom settings unless there is an educational rationale and written approval of the principal.

Employees have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, District vehicles, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

### **33.34. Work Stoppage**

Professional educators may not engage in, condone, assist, or support any work stoppage strike, slowdown, or sanction, or withhold in full or in part any services to the District. Professional educators who fail to perform

their normal duties when so required as part of any action which disrupts the orderly operation of the District will be subject to whatever disciplinary action the District deems appropriate up to and including termination of employment as per State Statute ~~111.70(4)(L)~~~~111.62 Strikes, work stoppages, slowdowns, lockouts, unlawful;~~ penalty. (Policy 3531)

## **B. EMPLOYEE WORK DAY/HOURS OF WORK**

### **1. Normal Hours of Work**

Certified staff are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

The typical work day is defined as 7:30 a.m. until 3:30 p.m. (less 30 minutes for lunch).

During the school day professional educators are not to absent themselves from a class while that class is in session (except for legitimate student teacher training purposes), nor should professional educators leave the building earlier than the designated time at the end of the teaching day. Professional educators wishing to deviate from the above regulation must request and receive permission to do so from their building principal before taking leave. Requests should be limited to emergency situations or such instances where the task cannot be completed except during school hours.

### **2. Meetings**

Faculty Meetings: Professional educators are required to attend all mandatory administratively scheduled meetings of the faculty, staff, department/grade level, or other sub-group of employee. Administratively scheduled meetings may begin before the normal workday begins or extend beyond the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings. Professional educators who are required to attend administratively scheduled meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings.

Student Progress Meetings: Professional educators are required to attend individual educational plans (IEP) team meetings, Response to Intervention team (RtI) meetings, parental conferencing meeting or other meetings of similar nature, which are normally conducted at irregular times and are required to attend such events regardless of the date, time, or duration of said meetings. Professional educators who are required to attend such student progress meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings. Professional educators attending student progress meetings during the work day, including during time designated for planning or preparation, will receive no compensation or additional remuneration beyond their regularly paid salary for attending such meetings.

### **3. Consultation with Parents**

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to scheduled parent/teacher conferences and open houses at which attendance is mandatory except for professional educators who have received permission from their principal due to being engaged in other school activities scheduled at the same time.

### **4. Emergency School Closing**

When inclement weather, other emergencies, or special situations require a delayed start or the closing of school for the day, professional educators are responsible for obtaining the revised work day information from the District website or District-designated media. Professional educators shall not report to work, nor

shall their compensation be affected for such times, when school is closed unless otherwise directed by the administration in unique situations for which time compensation shall be provided.

In the event it is necessary to provide an unscheduled early release, professional employees will be informed of the situation by the administration. Professional educators shall leave during such emergencies and shall not have their compensation affected. When school is closed early due to inclement weather, teachers shall be excused to leave as soon as the busses have departed.

The District Administrator shall make the decision regarding emergency closings. Make-up time for emergency closures shall be in keeping with state statute and shall be at the discretion of the Board. Professional educators shall not receive additional compensation in the event the District requires missed day(s)/time to be made up with or without students.

## **5. School Calendar**

The Board will publish a calendar which reflects One Hundred Eighty-Eight (188) work days.

## **C. EMPLOYEE RESPONSIBILITIES**

### **1. Access to Students**

Professional educators are responsible for making themselves available in their classrooms or work areas to students in the morning prior to the start of classes and after classes end at the conclusion of the student day. This access is intended to provide time for students who need remedial, make-up, or enrichment assistance to work with their teachers or other education professionals and is within the normal work day of salaried professional educators.

### **2. Attendance at School Events**

Professional educators are required to attend all mandatory, administratively-required school events. These events, though not limited by enumeration, may be an open house, music program, art show, and/or other school or district events that occur after the normal work day. Professional educators who have a co-curricular conflict or other professional conflict may be excused at the discretion of their principal as long as such arrangements are made at least 24 hours in advance. The missed time may be required to be made up.

### **3. Curriculum Development**

In addition to each professional educator's individual responsibility for developing the scope, sequence, and lessons for his/her teaching assignment in accordance with the Board-approved curriculum, every professional educator has the responsibility to participate in curriculum development for the District as part of a curriculum committee, grade level/departmental team, work group, or individual task. Each professional educator has the obligation to participate in ongoing curriculum committee work and is expected to contribute professionally to curriculum committee activity and to attend meetings as scheduled.

The District will maintain and publish a curriculum development schedule that may include, but is not limited to, an ongoing cycle that includes an outside audit, a curriculum rewrite process, and a textbook/resources process, or any other components deemed appropriate by the District for each curriculum area, grade-level, department, program, or other grouping determined by the District.

Each professional educator is assigned to a particular curriculum committee and is obligated to participate in the curriculum development and rewrite process as deemed appropriate by the District. Teachers perform designated curriculum projects under the direction of the Curriculum Director and shall be paid the Board

approved stipend. Teachers shall be paid upon approval of the entire scope of work by the Board.

Individual curriculum work outside of the regular cycle of curriculum development and rewrite, above and beyond the normal scope and sequence and lesson planning for which each professional educator is personally responsible for his/her teaching assignment, may be authorized by the District at the sole discretion of the District. The District may invite curriculum projects to be proposed by individuals, groups, committees, departments of the faculty, or administrators. The District will announce the criteria for approval and determine, in its sole discretion, the projects that are approved and conditions for such approval. Compensation for professional educators of approved non-cycle curriculum development and rewrite work, often referred to as R & D summer curriculum projects, shall be paid the Board approved stipend upon Board approval of the curriculum documents.

Every professional educator also carries the professional responsibility to update and improve semester outlines and units of study for courses and classes personally taught as part of their regular salaried position. Each professional educator is expected to develop written materials within an approved format and to submit copies of these materials as directed by his/her principal.

#### **4. Professional Duties**

The District recognizes that each professional educator performs many duties not directly related with the regular classroom teaching assignment or other professional assignment nor specifically itemized in the position assignment. Professional duties are those considered to be part of the professional educators traditional workday and include, but are not limited to the following enumerated duties. The District, at its sole discretion, may add to or change this list. ([Policy 3120.01](#))

- a. The assignment itself;
- b. Faculty meeting attendance and participation;
- c. District-level committee attendance and participation;
- d. School-level committee attendance and participation;
- e. Varied ad hoc committees on which professional educators have traditionally served;
- f. Open house(s) as scheduled;
- g. Parent conferences as scheduled;
- h. Implementation of discipline plans, IEPs, 504 plans, RtI plans, EL~~L~~ plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;
- i. Supervision of students assigned during the workday (i.e., hallway, detention, to lunch or midday recess);
- j. Letters of recommendation for students except in cases where the student's performance would result in a negative response;
- k. Daily check of mailbox, minimally before school and in the afternoon;
- l. Daily monitoring of and response to email and voicemail;
- m. Summer monitoring of and response to email;
- n. Adherence to deadlines for submission of information and data to administration;
- o. Written/electronic lesson plans developed in advance in accordance with District format and expectations;
- p. Professional sharing of information obtained from workshop/conference attendance, site visit, school meeting, or District meeting.

#### **5. Professional Growth**

All professional educators shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District

for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

## D. EMPLOYEE PERFORMANCE AND EVALUATION

**Staff have the privilege to bring representation of choice when meeting with an administrator.**

### 1. Employee Evaluation

The District views employee evaluation as an ongoing process for the purpose of improving organizational performance and assessing individual performance of employees. The process for employee evaluation is specified in the *Teacher Performance Evaluation Guide* which is shared annually with all professional educators. The District, at its sole discretion, may revise the *Teacher Performance Evaluation Guide* at any time. Any evaluation process must comply with all applicable state and federal laws and regulations. During an employee's first three (3) years in the District he/she shall be evaluated a minimum of two (2) times annually. (*Policy 3220 and Administrative Guideline 3220A*)

### 2. Employee Discipline

The Board of Education reserves the right to and the responsibility to manage the District's employees. The District Administrator or his/her designee may issue discipline or recommend termination of employment to the Board of Education, if necessary, consistent with the requirements of any applicable policy, procedure, rule or regulation as well as state and federal law. Staff has the privilege to bring representation of choice when job performance with supervisor is to be discussed. A professional educator may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No employee may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees. Progressive discipline will generally progress as follows with documentation placed in the employee file:

- a. Oral reprimand,
- b. Written warning;
- c. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline;
- d. Termination.

As long as it is not arbitrary and capricious, the District Administrator may skip one or all steps in the progressive discipline model whenever the District Administrator deems that the severity of the offense merits it. Any professional educator who is suspended without pay or termination of employment shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the professional educator's personnel record. Instances of discipline are subject to the employee grievance procedure. (*Policy 3139 and 3340*)

## E. EMPLOYEE STATUS

### 1. Employee Definitions

~~**Regular Employees: Regular Employees are defined as professional educators whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.**~~

~~**Regular Full-time School Year Employee:** A regular full-time school year employee is defined as a professional educator who is scheduled to work at least 7 hours per day on a regular basis for at least a 180-day school year.~~

~~**Regular Part-time School Year Employee:** A regular part-time school year employee is defined as a professional educator who is scheduled to work less than 7 hours per day on a regular basis for at least a 180-day school year or works less than the 180-day school year.~~

~~**Exclusions:** A regular full-time or regular part-time employee does not include student, substitute, temporary, or summer school employees.~~

~~**Summer School Employees:** A summer school employee is defined as a professional educator who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.~~

~~The District will employ professional educators by issuing Individual Teaching Contracts to each professional educator. The Individual Teaching Contracts must be signed and returned to the District Office no later than the stated deadline in order to become a valid contract for the succeeding year.~~

~~The non-renewal of Individual Teaching Contracts shall be governed by § 118.22, Wis. Stats.~~

## **2. Determination of Assignments**

The Board will employ teachers by issuing Individual Teaching Appointments to each teacher on or before March 15 each year. The Individual Teaching Appointments must be signed and returned to the District Office by law on or before June 15 of the same calendar year in order to become a valid appointment for the succeeding year.

The District Administrator is responsible for the assignment of all professional educators in conformance with any legal requirements or certification requirements. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject. After assignments are issued changes may have to be made due to late staff changes, grade level or school population changes, the final development of class schedules, enrollment changes in specific classes, budgetary/financial adjustments, computer failure, or other factors uncertain when the initial assignment was made. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

All current employees in good standing with the District may apply for summer school positions.

## **3. Transfers**

Professional educators interested in transferring from one position to another will apply in writing to the District Administrator according to procedures provided in the vacancy announcement. Consideration will be given to such applications, and all transfer applicants shall receive a written response when the position is filled.

The District, at its discretion may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position. (Policy 3132)

Prior to an involuntary transfer to another grade level, department, program, or school, the professional educator shall be consulted by the District Administrator or his/her designee at which time the reason for consideration of the change in assignment will be explained. If an involuntary transfer of assignment is made, written notification will be made to the professional educator when the administrative decision is finalized.

Assignments shall be made in accordance with Policy 3130 – Assignment and Transfer. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

#### **4. Reduction in Staff**

The Board of Education reserves the right to reduce the number of positions (full layoff, or the number of hours in any particular position (partial layoff), as it determines is necessary for the continued operation of the District’s educational program in an efficient and effective manner. Such staff reductions will be made in compliance with policy. In deciding which position(s) to reduce or eliminate, as well as the individuals affected, the Board shall act in what it determines is in the best interest of the students and the District. [\(Policy 3131\)](#)

The non-renewal procedures (for teachers) of Section 118.22, Wis. Stats., do not apply to layoffs.

No professional educator whose position has been eliminated or reduced and whose employment has been terminated or modified shall have any right to be contacted by the District in the event that a vacancy opens in the future. Likewise, no professional educator whose employment has been terminated or reduced is entitled to a future position or will receive any preference over other applicants. Professional educators whose employment ended or was reduced with the District due to a reduction in force shall not be prevented from applying for future positions with the District.

For teachers:

- a. Where appropriate, attrition may be used to achieve the necessary number of position reductions.
- b. The evaluating administrator will review the Educator Effectiveness Project evaluation data and professional file as maintained in the district office for each teacher in the elementary divisional level (4K-5) and at the secondary (gr. 6-12) by department. The principal shall make recommendations with supporting documentation to the District Administrator as to effectiveness of the teaching staff. The decision will be based on the preponderance of the evidence. (See [TPES Guidebook My Learning Plan located on the District webpage>Staff Home>Teacher Resources.](#))
- c. An independent, outside evaluator may be secured with the authorization of the District Administrator to provide an objective assessment of the teacher’s performance and will be used in conjunction with the data collected by the evaluating administrator. The request to use an outside evaluator would come from the evaluating administrator or the District Administrator. A teacher may not request an outside evaluator.
- d. Principals will examine all teaching assignments and make recommendations to the District Administrator about the best fit for each position based on each teacher’s skills and dispositions.
- e. All other evaluation records being equal, the most recently hired individuals offered the position within the divisional level or department would be the first to be terminated.

#### **5. Termination, Non-Renewal, and Resignation**

Individual employment contracts of a professional educator may be terminated or non-renewed upon a majority vote of the full membership of the Board subject to any applicable law. Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. In the event the District Administrator intends to recommend the non-renewal of a teacher’s contract, he/she shall comply with all applicable statutory non-renewal procedures.

The non-renewal of Individual Teaching Appointments shall be governed by Section 118.22, Wis. Stats.

Any decision to terminate or non-renew a professional educator's employment contract shall be subject to review consistent with the grievance procedure in policy and corresponding Professional Educator Handbook references.

A resignation, once submitted and accepted by the Board or its designee, is final and may not be rescinded without approval by the Board. The Board may defer acceptance of a late (i.e. 30 days prior to the start of the school year or school calendar year) resignation until such time as the position from which the professional educator has resigned is filled by the District. Resignations shall be processed in accordance with policy. *(Policy 3340 and 3140)*

## **F. GRIEVANCE PROCEDURE**

The District encourages collaborative problem solving. Employees are encouraged to share any employment-related problem with their immediate supervisor informally.

The District has adopted a grievance policy (*Policy 3340, ~~4340~~*) that is available online, via the District website. The process for filing a grievance is outlined in detail in the Policy. Policy specifies the exclusive internal method for resolving grievances concerning discipline, termination, and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure. The Board maintains the right to modify the Grievance Procedure, in accordance with state statute, at any time at its sole discretion.

## **IV. COMPENSATION**

### **A. PAYROLL INFORMATION**

All teachers will be paid on the 15<sup>th</sup> and final business day of each month. Teachers will be provided the option of either 20 or 24 payments. Teachers electing to be paid out over 20 or 24 payments shall provide written notice to the District by their preference on their signed contract.

All employees will have their pay checks (after all appropriately authorized amounts have been deducted) directly deposited into one designated bank account. Any changes to direct deposit information may be made by notifying the Business Office.

If a payday falls on a bank holiday or a weekend, the pay date will be the last work day preceding the bank holiday or weekend.

Pay is subject to all deductions required by law, federal tax, Social Security payment, Medicare, and state and local income taxes, as applicable. The amount of the deductions will depend on earnings and information furnished on individual W-4 forms regarding the number of exemptions claimed. If an employee wishes to modify the number of exemptions, he/she must request a new W-4 form from the Payroll Office. Only an employee may modify his/her own W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Professional educators are encouraged to regularly check their pay-related information on the online Employee Portal.

The annual W-2 form reflects how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions to be made from paychecks, such as court ordered garnishments, will be explained



whenever the District is ordered to make such deductions. Questions about pay and deductions should be discussed with the Payroll Office.

Should there be an underpayment of any kind, the District will make every effort to repay the amount as quickly as possible. In the event that there is an overpayment of any kind that the District has not noticed, it is the employee's responsibility to bring this to the attention of the Payroll Office.

## **B. SALARY AND RELATED COMPENSATION**

### **1. Salary**

The Board will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary on the upcoming year's contract. This is subject to change for those professional educators working on the salary advancement model as defined in the *Salary and Stipend Guide* [found on the Staff Home page>Handbooks](#).

### **2. Extended Contracts**

The Board may determine extended contracts are necessary to complete the work of the District.

### **3. Extra-Curricular Stipends**

Teachers may be assigned extra-curricular activities. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The District will publish a schedule outlining the compensation for extra-curricular assignments [in the \*Salary and Stipend Guide\*](#).

### **4. Supervisory Duties**

Supervisory duty assignments, including but not limited to lunch, bus, and recess duties, will be assigned to professional educators or support staff at the sole discretion of the District. The assignment of a duty shall not be deemed a contract, and individuals assigned supervisory duties may be reassigned by the District at any time. The stipends and payments for supervisory duties shall be made in accordance with the *Salary and Stipend Guide*.

### **5. Substitute Assignment**

Teachers who are asked to substitute for another teacher will receive \$18.00 per class [period](#).

### **6. Required Training**

The District may occasionally require a professional educator to attend a workshop or training necessary for employment that occurs outside scheduled work days. The professional educator may be eligible for compensation for this required training and will be paid at \$20 per hour compensation. Teachers completing required CPR/First Aid Training will be compensated with a \$25 stipend for annual certification.

### **7. Summer School**

If summer school session employment is available, the District may offer summer school employment to qualified professional educators of the District's choosing. The District is free to use outside providers to perform such work. The terms and conditions of employment for summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a summer school session shall not be used to determine eligibility or contribution for any benefits, length of service, or wage/salary levels.

### **8. External Honorarium**

Professional educators who are offered a payment or honorarium for work performed during time when the

employee is being paid by the District shall promptly report the monetary offer to the District Administrator. The District Administrator, at his/her sole discretion, shall determine after conferring with the professional educator whether the payment or honorarium shall be received and by whom.

## **V. BENEFITS**

### **A. DISTRICT PROVIDED BENEFITS**

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on the professional educator's first day of employment. Except for cases of misconduct, professional educators whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through August of the same year in which the employment was terminated. Professional educators whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through the last day of the last month of their employment.

The Board reserves the right to select the carriers and plans for any insurance provided by the District.

#### **1. Wisconsin Retirement System (WRS)**

The Board will comply with the requirements as to contributions for employees to the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

#### **2. Health, Dental, and Vision Insurance**

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverages.

Eligible employees who are covered under fully insured group health, vision, and dental plans are assured the privacy protections required by Federal and State Law.

#### **3. Eligibility for Health, Dental, and Vision Insurance**

A teacher teaching less than full-time (1.0 FTE) will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health and dental insurance, long-term disability benefits and life insurance (e.g., a teacher teaching 0.5 FTE will receive half of the District's contribution for a full-time (1.0 FTE) teacher). Teachers working less than 0.5 FTE are not eligible for the District's health, vision, and dental insurance.

Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions as per Affordable Care Act regulations. Such hours excluded may include, but not be limited to the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc.

#### **4. Premium Contributions for Health Insurance**

The District will pay a portion of the premium for group health insurance (employee, employee plus one, and family) depending on the employee election. 86% of the monthly premium rate is paid by the District and 14 % is paid by the employee. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

#### **5. Premium Contributions for Dental and Vision Insurance**

The District will pay eighty-six percent (86%) of the premium for group dental and vision insurance (family or single).

#### **6. Group Term Life Insurance**

The District will pay the full amount of the premium for life insurance at two times the professional educator's total salary.

#### **7. Group Long-Term Disability Insurance**

The District will pay the full amount of the premium for long-term disability insurance. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

#### **8. Liability Insurance**

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

#### **9. Travel Expenses/Mileage**

The District may provide for reimbursement of actual and necessary expenses, including travel expenses, of professional educators that are incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with advance authorization by an administrator.

Professional educators should use District-owned vehicles or bus transportation whenever possible and practical when transporting students. When personal vehicles are used during the course of performing duties for the District, the District will pay the IRS rate for approved out-of-District travel as well as for travel between buildings where employees are required to travel as part of their assignment. Employees must submit a request for travel reimbursement.

### **B. VOLUNTARY BENEFITS**

#### **1. Short-Term Disability**

The Board shall make short-term disability insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

#### **2. Tax-Sheltered Annuity (TSA)/403(b) Retirement Plan**

A TSA program is available to teachers in accordance with the District's policies governing the 403(b) program.

#### **3. Section 125/Flexible Spending Account**

The Section 125(c) Plan is a pre-tax, payroll deduction account that allows employees to set aside up to \$5,000 for dependent, child or adult care and the maximum allowable by law for additional medical, dental or vision expenses not covered by insurance. An annual election is made with a July 1 through June 30 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year.

## C. VOLUNTARY RETIREMENT

The District may provide, at its sole discretion, a post-retirement benefit for eligible professional educators, and reserves the right to modify or terminate this benefit at any time.

A teacher reaching eligible retirement age during the school year must complete that school year before exercising the option to retire early.

All teachers who elect to retire early must provide written notice of their intent to do so on or before February 1 of the school year prior to retirement.

### For teachers actively employed before June 30, 2011:

Teachers working .75 FTE or more will be eligible for early retirement benefits in accordance with the following criteria:

- Age 55
- Fifteen (15) years of full-time experience in the District

## D. WORKERS' COMPENSATION

Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available [in his/her school office on the District webpage>Staff Home>Incident Reports](#).

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- a. Injuries because of a self-inflicted wound;
- b. Injuries sustained because of an employee's horseplay;
- c. Injuries sustained while an employee does an activity of a strictly private nature.

# VI. TIME OFF AND LEAVES

## A. PAID LEAVE DAYS

Each professional educator will have access to his or her paid leave balances through the Employee Portal. Paid leave may be taken in one quarter hour increments. The responsibility for applying for and claiming leave rests with the professional educator.

### 1. Sick Leave/Personal Leave = Paid Time Off (PTO)

Paid Time Off (PTO) credit of ten days (~~3~~5 personal / ~~7~~5 sick) shall be granted to the professional educator on the first day the professional educator reports to work for the contract year. PTO will accumulate to a maximum of ninety (90) days. Eligible employees at the maximum of 90 days with unused PTO on 6/30 (annually) will receive 50% of the substitute teacher pay (\$50) for every day of unused PTO. This is in lieu of losing unused sick days.

Professional educators beginning work after the first day of the contract year shall receive a pro-rated amount of PTO. Professional educators who leave the District's employment prior to the completion of

his/her contract year shall have a pro-rated amount of PTO removed from his/her account; if the professional educator has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the professional educator.

Personal days (~~3-5~~ days) shall be allowed for any purpose. The number of persons using personal days on any given instructional day will be limited to five staff members district-wide. The date and time of the notification will be documented so that once five people on personal leave is reached, no further personal days will be permitted. Personal leave shall not be used to attend Association membership meetings or for participating in activities on behalf of the Association, to attend legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District. Personal days shall not be taken on in-service days.

It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for sixty (60) minutes or less than a half-day, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. If the principal, school office, or substitute caller is used to provide a substitute, then the professional educator will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.

Professional educators employed on separate summer contracts, including summer school, shall be eligible for two days of non-accumulative sick leave, or two days of emergency leave, or a combination of one day each of sick leave and emergency leave, with the day being defined as a full-day. To be eligible for these two days, a professional educator must be employed for a minimum period of the full number of days for the scheduled summer session. Professional educators employed on separate summer contracts are not eligible to use more than the two paid days of sick/emergency leave during their summer assignments.

In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer be allowed to use sick leave or accumulated sick leave for the duration of the disability.

Whenever the District deems such verification appropriate, the professional educator may be required to furnish the District with a certificate of illness signed by a medical provider verifying the reason for the absence. Such certificate should include a statement releasing the professional educator to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or terminate employment of an employee for excessive absenteeism.

When applicable under either Wisconsin or Federal Family and Medical Leave, an employee may elect or the District may require sick leave to run concurrently with the approved Wisconsin and/or Federal leave.

Advance requests for PTO must be made in the Employee Portal as early as possible but not less than two days prior to the day requested. If the event which gives rise to the request is unknown at that time, such request must be made as soon as the employee becomes aware of the necessity for this leave and can reasonably communicate with the administrator or supervisor.

No more than ~~two professional educators in a building or~~ five professional educators/staff in the District may exercise PTO on the same day for purposes other than illness or District-approved professional development unless substitute availability would allow additional PTO days. The substitute teacher log shall be the

determination of this calculation.

If a school principal and a school counselor (9-month contract) mutually agree, in advance and in writing, that smooth school operations necessitate that a school counselor work on a day other than the contracted days as specified on the official school calendar, the school counselor shall be provided with an amount of paid time off equal to the amount of mutually agreed time worked. No more than the equivalent of five such special work days may be scheduled and no more than the equivalent of five such compensatory paid days off may be scheduled within a school year. This compensatory time off excludes paid extended contract days for school counselors who perform summer work under the direction of their principal.

## **2. Gifting of Sick Leave**

An employee may choose to gift sick leave days to another employee who has exhausted existing sick leave and who is personally experiencing a catastrophic illness or accident. A catastrophic illness or accident is a severe illness/accident requiring prolonged hospitalization or recovery. Examples would include coma, cancer, leukemia, heart attack or stroke. These illnesses or accidents usually involve high costs for hospitals, doctors and medicines and may incapacitate the person from working, creating a financial hardship. An employee with ten (10) or fewer sick days remaining in his/her own sick leave bank shall not be permitted to gift sick leave days. An employee may gift up to three (3) sick days. Days will be gifted in the order in which they are donated in the Skyward system. Any unused days will be returned to the donor on or before June 30<sup>th</sup>.

## **3. Bereavement Leave**

Professional educators shall be granted up to (4) days of Bereavement Leave in the event of a death in the family or close relationship. It is the professional educator's responsibility to submit the appropriate Employee Portal information and email notice to his/her principal in advance of taking such leave. Professional educators who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the professional educator whenever the District deems such verification appropriate.

## **4. Emergency Leave**

In the event of an emergency not covered by illness in the family as indicated in the Paid Time Off section or death as indicated in the Bereavement Leave section, the professional educator may apply for Emergency Leave to be granted by the District Administrator. Emergency Leave shall be deducted from Sick Leave and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of "an act of God" and will be of such a nature that they could not possibly be foreseen by the employee, such as damages to the professional educator's residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

## **5. Jury Duty and Witness Duty**

An employee who is not able to report for work because of jury duty or acting as a witness in a matter in which the employee is not a party, will be paid for the time missed. The employee shall provide the District with any payment received from serving on the jury. Employees must notify their immediate supervisor as soon as notice of jury duty is received and as soon as jury duty terminates.

Professional educators shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Professional educators are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

## **6. National Guard Duty**

Where a professional educator is absent due to required service in the National Guard or Reserve, the professional educator will be paid his/her full salary for a period of up to five days for such absence, barring any

overriding provision by the state or federal government. This leave will be granted without any deduction from the employee's PTO account, provided that the professional educator must endorse to the District all payments by the military for the days covered by paid leave from the District.

### **7. Military Leave for Active Duty**

Professional educators will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Professional educators must give their principal advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

Professional educators will not be paid for military leave. However, professional educators may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable places for which the professional educator is otherwise eligible.

A professional educator who is on military leave for up to 30 days must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). A professional educator who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Professional educators who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the professional educator would have attained if he/she had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the professional educator will be treated as if he/she had been continuously employed.

### **8. Administratively-Approved Leave**

A professional educator may request Administratively-Approved Leave (with or without pay) for absences not covered under PTO, Bereavement Leave, or Emergency Leave provisions. Typically, such leave is for "once-in-a-lifetime" events over which the professional educator has no control of the date. Paid Administratively-Approved Leave shall access the professional educator's PTO Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the teacher's contract. This leave and the conditions thereof, including compensation, shall be at the discretion of the District Administrator whose decision shall be final and without appeal.

Requests for Administratively-Approved Leave shall be made with the appropriate form at least three days prior to the absence if advance notice is available. In the event that three days' advance notice is not available, the professional educator shall be responsible for submitting the appropriate form as soon as the information is available.

Administratively-Approved Leave, either paid or unpaid, shall not be granted for participating in Association business or to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

## **B. FAMILY AND MEDICAL LEAVE ACT**

Professional educators have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in accordance with provisions and procedures specified in Policy 3430.01, AG 3430.01A, and AG 3430.01B. Questions regarding FMLA leave should be directed to the District's Business Office.

## **C. LEAVES OF ABSENCE**

## 1. Unpaid Leave of Absence

Employees must submit a written request for an unpaid leave of absence to the Board. The Board may grant the request for a leave of absence at its discretion. The leave of absence will begin and end on the dates approved by the Board. A leave of absence may not exceed twelve (12) calendar months.

Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the District's group insurance plans (to the extent permitted by the carrier); however, he/she must pay the premiums to the District during the leave of absence.

Sick leave will not accrue during a leave of absence; however, any accumulated sick leave at the time of the leave of absence will be reinstated upon return.

A teacher ~~will not accrue a year of service unless working must work~~ a minimum of one hundred twenty (120) paid work days in a school year ~~to be eligible for a year of service for early retirement purposes~~. A teacher teaching less than full-time (1.0 FTE) will have their percentage of teaching pro-rated ~~toward a partial year of service as a percentage of full-time employment for early retirement purposes~~ (e.g., a teacher teaching 0.5 FTE will receive a half year experience ~~for retirement purposes~~).

## 2. Professional Leave

Professional educators may apply for an unpaid professional leave for study, research, or special teaching assignment for a period up to one year. This leave will be without pay or benefits and is subject to Board approval. Requests for professional leave must be made by February 1 for the following school year.

## 3. Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Professional educators with a minimum of three years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two semesters. The Board reserves the right to limit approved leaves to no more than two professional educators per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to professional educators who have used this leave provision within the previous three years. Application should be made in writing at least three months prior to the requested start of the leave. If conditions are such that three months' advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

**4. Failure to Return after Expiration of Leave:** In the event the professional educator does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

**5. Interaction with Family and Medical Leave Provisions:** Unpaid medical leave, the term of such leave, and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

# VII. EXTRA-CURRICULAR ACTIVITY ASSIGNMENTS

## A. LETTER OF ASSIGNMENT

Professional educators shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The stipend for extra-curricular activities as found in the Salary and Stipend Guide shall be specified in the letter of assignment. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are employed on an at-will basis for these positions.



## **B. EVALUATION**

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their principal deems appropriate. When determining the manner and frequency of evaluations, the principal or his/her designee may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

## **C. VOLUNTEERS**

The Board, upon recommendation from the head coach/advisor and the athletic director or principal, may authorize an individual to serve as a volunteer coach/advisor for an extra-curricular activity. Volunteers are subject to a background check prior to working with children. Volunteers are not employees and are not eligible for salary/wages, stipend, or benefits. Volunteers are covered by the District's general liability insurance policy while acting as a volunteer coach/advisor for the District. Volunteers must follow all District activity and athletic policies and procedures as well as other District policies as applicable. Head coaches/advisors are responsible for directing the activities of volunteers approved for their extra-curricular activity.

## EMPLOYEE ACKNOWLEDGEMENT FORM

**This is a duplicate copy of the form.  
Please retain this copy with your handbook for reference.**

*An original signed and dated copy of this form must be submitted to the School Office  
by the announced deadline as a condition of continued employment.*

The *Professional Educator Handbook* describes important information about the School District of Manawa. I acknowledge that I have received a copy of the District's *Professional Educator Handbook*. I understand that I should consult my principal if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be future changes to the information, policies, and benefits in this handbook. I also understand that the School District of Manawa may add new policies to the *Professional Educator Handbook* as well as replace, change, or cancel existing policies. I further understand that no one can make verbal/oral modifications to this handbook, nor can it be modified by practice. I understand that handbook changes can only be authorized in writing by the District Administrator or by the Manawa Board of Education.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the *Professional Educator Handbook* does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Students choosing to excel; realizing their strengths.**

To: Dr. Melanie J. Oppor, Manawa Board of Education  
 From: Dan Wolfgram, Brad Johnson  
 Date: 6/29/2021  
 Re: 2021 - 2022 Coaches Handbook Revisions

The purpose of this memo is to highlight the changes in the SDM Coaches Handbook as follows:

<i>Page #</i>	<i>Current Language (If applicable.)</i>	<i>Proposed Change or Addition</i>
4	Varsity: Letter Certificates, Letter (M), and Pins	Varsity: Letter Certificates, Letter (M), Pins, <b>Captains Pins, and Manager Pins</b>
5	The head coach is expected by the School District of Manawa to attend CWC All-Conference Award meetings. If the head coach is unable to attend this must be communicated with the Athletic Director.	The head coach is expected by the School District of Manawa to attend CWC All-Conference Award meetings. If the head coach is unable to attend this must be communicated with the Athletic Director <b>and a sport representative must be sent in his/her place.</b>
5	The head varsity coach may assist the Athletic Director in writing a yearly budget in his/her sport for the entire 7-12 program.	The head varsity coach <b>must</b> assist the Athletic Director in writing a yearly budget in his/her sport for the entire 7-12 program.
6	Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on our athletes. This begins with clear communication from the coach of your child's program.	Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on our athletes. This begins with clear communication from the coach of your child's program. <b>Each coach will be expected to create an expectation form</b>

		to be shared at the beginning of year meeting and with the Athletic Director. The coach is expected to work with the Athletic Director on this to create unity across our athletic programs.
6	All coaches must read the Concussion Fact Sheet found near the back of this handbook and submit a signed acknowledgment form to the Athletic Director before they can coach each year. Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. Please familiarize yourself with this document.	All coaches must read the Concussion Fact Sheet found near the back of this handbook and submit a signed acknowledgment form to the Athletic Director before they can coach each year. Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. Please familiarize yourself with this document.  All coaches must complete the NFHS Concussion in Sport Course prior to the start of your season.
7	Head Coaches will be evaluated on a yearly basis. The Head Coach will assist assistant coaches year, with a recommendation whether to rehire to the Athletic Director.	Head Coaches will be evaluated on a yearly basis. The Head Coach will work with the Athletic Director to pilot an evaluation process of assistant coaches in the 2021-2022 year, with a recommendation whether to rehire to the Athletic Director.
8	Emergency Contact Forms should be stored in a waterproof receptacle in the first aid kit; the first aid kit is to be kept with the coach during all practice and games.	<del>Emergency Contact Forms should be stored in a waterproof receptacle in the first aid kit; the first aid kit is to be kept with the coach during all practice and games.</del>  Emergency Contact Forms will be available on the rSchool coaches application for immediate access at all team functions including but not limited to games and practices.
9		<b>LEADERSHIP COUNCIL:</b> Varsity Head Coaches will work with the Athletic Director to recommend a

		team representative/s to represent their program on the schools Athletic Leadership Council. The coach will view the established guidelines and criteria to help choose the best representative for your sport.
11	Please do not accept any forms or payment from students. These must be turned into the main office. Coaches are responsible to keep the Emergency Medical Forms with them always while coaching.	Please do not accept any forms or payment from students. These must be turned into the main office. <del>Coaches are responsible to keep the Emergency Medical Forms with them always while coaching.</del> <b>Coaches are responsible to utilize the rSchool Coaches application for eligibility and immediate access.</b>
11	While it is expected that coaches will assist the Athletic Director in determining the needs of their respective programs, all purchases (including the fund which will pay for the order) must have prior approval of the Athletic Director.	<del>While it is expected</del> <b>It is required</b> that coaches will assist the Athletic Director in determining the needs of their respective programs, all purchases (including the fund which will pay for the order) must have prior approval of the Athletic Director.
11	At the end of the season, the Varsity Head Coach is responsible to evaluate contest officials via WIAA procedure.	<b>Throughout the season, the Varsity Head Coach is responsible to evaluate contest officials via WIAA procedure. This can also be done using the rSchool Coaches application or the WIAA Website.</b>
12	The School District of Manawa and the WIAA require all high school coaches (paid or volunteer) view the annual WIAA Rules for their sport, and take the rules exam.	The School District of Manawa and the WIAA require all high school coaches (paid or volunteer) view the annual WIAA Rules for their sport, and take the rules exam <b>before the sports season's first contest.</b>
13	At the end of the season, coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment, and notify the Athletic Director of missing uniforms and equipment that need repair or replacement due to safety issues.	<del>At the end of the season,</del> <b>Within two weeks of the last organized team practice or competition,</b> coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment and share with the Athletic Director, and notify the Athletic Director of missing uniforms and

		equipment that need repair or replacement due to safety issues.
13		<p><b>STUDENT MANAGERS</b>  A student manager for a sports team assists the coach with day-to-day logistics, practices, and travel. A student manager will attend all varsity competitions. They will be expected to assist the Head Coach with field preparation, travel preparation, video preparation, recording games and/or practices, and record statistics for competitions. A manager will receive a Varsity Letter for a completed season managing a team.</p>
14		<p><b>WEIGHT TRAINING AND CONDITIONING:</b>  Varsity Head Coaches will provide an in season weight training program for their sports team to keep athletes performing at their peak strength and speed for the entirety of the season. The Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.</p> <p>Varsity Head Coaches will provide an offseason weight training program for their sports team to support athletes in development of their speed and strength when they are not in a sport. The Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.</p>

The Little Wolf High School Student Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook (or plan as appropriate) is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the

appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook (plan) will be brought back to the Board of Education for approval.



To: Dr. Melanie Oppor, Manawa Board of Education  
Fr: Dan Wolfgram  
Date: 7/6/2021  
Re: Coaches Handbook - Supplement

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The purpose of this memo is to provide additional clarity for the 2021-2022 Coaches Handbook and recommend additional changes.

**Middle School WIAA Affiliation:**

Manawa Middle School is not officially a member of the WIAA, nor has it been a member in the past. The CWC Conference only has one school that is officially a member. One of the main reasons middle schools do not participate is that the WIAA regulates both in and out-of-season contact. A student becomes ineligible in a sport for the remainder of the season for competing in more than two non-school events in the same sport during the season of practice and competition established by the school. Many of the athletic offerings available to Manawa youth are available through the community or through other club sports which do not have any affiliation with the WIAA. Their sports schedules do not always align with a WIAA season.

**Student-Athlete Playing Time:**

Coaches set up their own criteria for student-athlete playing time. It would not be equitable to create guidelines or parameters that could be observed unilaterally from sport to sport, or from middle to high school. Coaches use multiple measures to determine playing time including but not limited to practice and game statistics, speed and strength, offensive and defensive schemes, attendance, leadership, effort, attitude, and ability.

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**School District of Manawa**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

**Little Wolf High School  
Manawa Middle School**

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

**Manawa Elementary**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

**ManawaSchools.org**



/ ManawaSchools



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<i>Page #</i>	<i>Current Language (If applicable)</i>	<i>Proposed Change or Addition</i>
5	For more information, visit <a href="http://www.wiaawi.org">www.wiaawi.org</a> , under the WIAA Info tab, there is a link to the coach's education.	For more information, visit <a href="http://www.wiaawi.org">www.wiaawi.org</a> , under the WIAA Coaches Info. link there is a link to the coach's education.
6	All coaches must read the Concussion Fact Sheet found in the main office and submit a signed acknowledgment form to the Athletic Director before they can coach each year. Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. Please familiarize yourself with this document. All coaches must complete the NFHS Concussion in Sport Course prior to the start of your season.	<p>All coaches must enroll and complete the National Federation of State High School Associations Concussion in Sports Elective Course. This free one-hour course must be completed and the Certificate of Completion must be on file in the main office prior to coach/student-athlete contact. The link can be found here:</p> <p><a href="https://nfhslearn.com/courses?searchText=Concussion">https://nfhslearn.com/courses?searchText=Concussion</a></p> <p>All coaches must be familiar with the Wisconsin Concussion Fact Sheet for Athletes found here:  <a href="https://bsbproduction.s3.amazonaws.com/portals/7130/docs/esc/esc%20concussion%20fact%20sheet%20for%20athletes.pdf">https://bsbproduction.s3.amazonaws.com/portals/7130/docs/esc/esc%20concussion%20fact%20sheet%20for%20athletes.pdf</a></p> <p>This document will be included in all student-athlete packets and is available in hard copy in the main office.</p>
7	Harassment of any nature--racial, sexual, or ethnic--is banned by the School District of Manawa and the CWC. In addition, coaches are reminded that any type of behavior towards athletes that could be construed to be sexual harassment is strictly prohibited.	<p>Harassment of any nature--racial, sexual, or ethnic--is banned by the School District of Manawa and the CWC. In addition, coaches are reminded that any type of behavior towards athletes that could be construed to be sexual harassment is strictly prohibited. Definitions of harassment and comprehensive policies can be found on the School District of Manawa webpage.</p> <p><b>SDM Policy &amp; Administrative Guideline Manual</b>  <a href="https://www.manawaschools.org/district/policies.cfm">https://www.manawaschools.org/district/policies.cfm</a></p>

**School District of Manawa**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

**Little Wolf High School  
Manawa Middle School**

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

**Manawa Elementary**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
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**ManawaSchools.org**



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**Mr. Dan Wolfgram**

Little Wolf High School Principal

Manawa Middle School Principal

## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

9	Varsity Head Coaches will work with the Athletic Director to recommend a team representative/s to represent their program on the school's Athletic Leadership Council. The coach will view the established guidelines and criteria to help choose the best representative for your sport.	Varsity Head Coaches will work with the Athletic Director to recommend a team representative/s to represent their program on a pilot program entitled the Manawa Athletic Leadership Council. The Athletic Director will work with all head coaches to establish guidelines and criteria for each sport.
12-13	<p>Sunday and Wednesday Practices/Contests</p> <p>Practices on Sundays are prohibited without special permission from the District Administrator. On Wednesdays, all athletic participation is to be terminated by 6:00 p.m. unless prior approval is granted from the Athletic Director and or District Administrator</p>	<p>Sunday and Wednesday Practices/Contests</p> <p>Practices on Sundays are prohibited without special permission from the District Administrator. On Wednesdays, all athletic participation is to be terminated by 6:00 p.m. unless prior approval is granted from the Athletic Director and or District Administrator. <b>All requests must be in writing via email.</b></p>

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**SCHOOL DISTRICT OF MANAWA**  
**COACHES HANDBOOK**  
**2021-2022**



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## **ACTIVITY ACCOUNTS**

Each sport has a high school activity account. All activity account purchases must be approved by the Athletic Director to be paid. Keep in mind that monies deposited into this account are from student fees and fundraisers. Acceptable purchases are those that directly benefit students.

## **ATHLETE CHANGING SPORTS IN SEASON OR DUAL SPORTS ATHLETES**

Athletes cut from a sport during the initial tryout period are eligible for participation in another in-season sport. However, if an athlete is dropped from a team or quits a sport during the regular season (after the first contest is played), that athlete is not eligible to participate in any other sport during that season without the approval of the losing coach, the gaining coach, and the Athletic Director.

The Central Wisconsin Conference (CWC) does allow students to participate in two sports during the same season. Proper paperwork must be on file with the Athletic Director to be a dual sport athlete.

## **ATHLETE VIOLATIONS OF ELIGIBILITY RULES OR THE ATHLETIC CODE**

Any violations of eligibility rules or the athletic code by any athlete on your team could subject the entire team to forfeits and the School District of Manawa, under certain circumstances, to sanctions from the WIAA. As a coach, a representative of the School District of Manawa, and a role model for your athletes, you are expected to strictly enforce all WIAA, conference, and school rules and regulations.

Any suspected or actual violations of any eligibility rules or of the Athletic Code should be reported immediately to the Athletic Director. You are expected to cooperate fully with the Athletic Director and to aid in the investigation of any suspected or alleged violations by your athletes.

## **AWARDS**

The athletic department provides letters, pins, varsity letter certificates, and participation certificates for student-athletes. Any additional awards that you present to your athletes beyond those which are listed below must be purchased from your school district budget or activity fund.

JV2: Participation Certificates

Junior Varsity: Participation Certificates

Varsity: Letter Certificates, Letter (M), Pins, Captain's Pins and Manager Pins

Make sure your awards do not violate the WIAA rules regarding amateur status as described in the WIAA Rules of Eligibility, Article IV.

The head coach of each sport is responsible for coordinating the awards program for his/her program at the end of each season. The coach may choose to work with a support club, booster

club, or group of selected parents in planning the type of awards ceremony that would best suit the students and the sport.

The head coach is expected by the School District of Manawa to attend CWC All-Conference Award meetings. If the head coach is unable to attend this must be communicated with the Athletic Director and a sport representative must be sent in his/her place.

### **BUDGET**

The head varsity coach must assist the Athletic Director in writing a yearly budget in his/her sport for the entire 7-12 program. All purchase orders must be signed and approved by the Athletic Director **prior** to the purchase. **COACHES ARE NOT TO CALL, FAX, OR MAIL ANY ORDER TO A VENDOR.** This is done by the district office upon approval of a purchase requisition.

Any requests for equipment, supplies, or training to the Manawa Athletic Booster Club must be pre approved by the Athletic Director. The Athletic Director will take any approved requests to the Manawa Athletic Booster Club for purchase by the Athletic Director. The Manawa Athletic Booster Club will reimburse the SDM after the order is placed.

All purchases for the current school year must be made by April 15<sup>th</sup>.

### **BUILDING USAGE**

Coaches are only allowed to use the School District of Manawa building for usage that directly pertains to the athletic team they coach. Using SDM buildings for their own personal benefit or leisure is prohibited. Coaches must follow the building reservation channels to reserve any space within either LWHS or MES.

### **COACHES ASSOCIATION MEMBERSHIPS**

All coaches are encouraged to be a part of their sports Wisconsin State Coaches Association. This allows the School District of Manawa student-athletes the opportunity to be nominated for state awards.

### **COACHES NOT LICENSED TO TEACH (CNLT)**

Any individual who will help in any way with coaching duties, whether paid or volunteer, and who is not licensed to teach (CNLT), is required to be registered by Little Wolf High School with the WIAA. This rule does NOT apply to student teachers that do not have supervisory responsibilities. For more information, visit [www.wiaawi.org](http://www.wiaawi.org), under the WIAA Coaches Info. link there is a link to the coach's education. These coaches are required to complete the WIAA required coursework before their second year as a coach. Additionally, background checks, TB tests, and physicals are required by the district of all non-staff coaches, whether they are paid or volunteer.

Prior to the second year of coaching, CNLT must provide a certificate of completion of the course to the Athletic Director.

### **COACHING CLINICS**

All head and assistant coaches at any level are encouraged to attend at least one coaching clinic per year. One clinic per year per coaching staff, will be paid for by the Athletic Department. If a coach does not attend a clinic however, it is an expectation that they do something else in the off-season to improve their coaching ability. Additionally, all head and assistant coaches can attend one clinic, per sport s/he coaches, during that school year. All coaching days need to be cleared through the athletic department.

### **COMMUNICATION WITH PARENTS**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on our athletes. This begins with clear communication from the coach of your child's program. Each coach will be expected to create an expectation form to be shared at the beginning of year meeting and with the Athletic Director. The coach is expected to work with the Athletic Director on this to create unity across our athletic programs.

### **CONCUSSIONS**

Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. All coaches must enroll and complete the National Federation of State High School Associations Concussion in Sports Elective Course. This free one-hour course must be completed and the Certificate of Completion must be on file in the main office prior to coach/student-athlete contact. The link can be found here:

<https://nfhslearn.com/courses?searchText=Concussion>

All coaches must be familiar with the Wisconsin Concussion Fact Sheet for Athletes found here: <https://bsbproduction.s3.amazonaws.com/portals/7130/docs/esc/esc%20concussion%20fact%20sheet%20for%20athletes.pdf>

This document will be included in all student-athlete packets and is available in hard copy in the main office.



## **DISTRICT POLICIES**

All coaches, paid or volunteer, are expected to familiarize themselves with all SDM policies and are not limited to Program Policies, Professional Staff Policies, Support Staff Policies, and WIAA Policies. All district policies are accessible on the SDM website.

If a coach has any questions regarding policies, coaches should ask the Athletic Director, Principals, or District Administrator.

## **EMERGENCY SCHOOL CLOSINGS**

The following policy will be in effect for practice, competitions, and meetings for athletic teams and extracurricular activities.

### **Late Start:**

Athletic practices and activity meetings will follow the school day. Athletic and activity events being hosted at the high school will be as scheduled.

### **Early Release:**

All sport levels must cancel practice. Activity meetings will be canceled. Athletic competitions at home or away will also be canceled.

### **Cancellation:**

All school events/contests/practices will be postponed due to weather conditions, except for WIAA Tournament contests. Those events will be played, if possible. Additionally, no voluntary practices off school grounds will be allowed, if school is canceled.

## **EVALUATIONS OF COACHES**

Head Coaches will be evaluated on a yearly basis. The Head Coach will work with the Athletic Director to pilot an evaluation process of assistant coaches in the 2021-2022 year, with a recommendation whether to rehire to the Athletic Director.

## **FIRST AID / CPR**

All paid coaches are required to be CPR and first aid certified by the WIAA and will have the opportunity to obtain first aid training and cardiopulmonary resuscitation certification within one year of being hired for a coaching position at the School District of Manawa. (Contact the School District Nurse for available training opportunities.)

## **HARASSMENT**

Harassment of any nature--racial, sexual, or ethnic--is banned by the School District of Manawa and the CWC. In addition, coaches are reminded that any type of behavior towards athletes that

could be construed to be sexual harassment is strictly prohibited. Definitions of harassment and comprehensive policies can be found on the School District of Manawa webpage.

### **SDM Policy & Administrative Guideline Manual**

<https://www.manawaschools.org/district/policies.cfm>

### **HAZING**

Soliciting, encouraging, aiding or engaging in hazing is prohibited. Hazing means any intentional, knowing or reckless act directed against a student for being initiated into, affiliating with, holding office or maintaining membership in any organization, club or athletic team whose members are, or include, other students.

Students engaging in hazing will be subject to athletic and district disciplinary actions. Initiation rites that fall within that definition will not be tolerated at the School District of Manawa. Any coach who has knowledge of, or who participates in, the planning or actual hazing incident, will be subject to immediate and severe disciplinary action that could include immediate release of the coach from his/her position. Representatives of the School District of Manawa's athletic program are expected to cooperate fully with school and law enforcement authorities in any investigations involving hazing plans or incidents.

### **INJURY OR ACCIDENT OCCURRING TO AN ATHLETE**

Following an accident or injury to an athlete, the coach responsible for that athlete must complete a Student Incident Report and submit it via the School District of Manawa Website within 24 hours. In addition, we expect coaches to adhere to the following guidelines:

1. Emergency Contact Forms will be available on the rSchool coaches application for immediate access at all team functions including but not limited to games and practices.
2. Coaches should provide emergency aid only to a level at which they are capable. If a coach has not been trained to perform first aid on a specific type of injury, the athlete should be made as comfortable as possible until emergency care personnel arrive.
3. Notify parents/guardians immediately.
4. Appoint a coach to take witness statements or record notes as soon as is feasible at the facility at which the injury occurred.
5. Obtain the name and address of the hospital to which the injured athlete is being conveyed and notify parents/guardians.
6. If possible, and with the concurrence of the attending physician, we encourage injured athletes to continue to attend practices

## **KEYS**

1. All keys necessary for the efficient operation of the sport shall be issued to the coach at the beginning of the season.
2. Under no circumstances should keys be given to or entrusted to students, parents, or non-school district personnel. This could create a serious breach of security for the entire building. Keys are not permitted to be copied/made at any time.
3. Coaches must report any keys lost to the Athletic Director immediately upon discovery of the loss.
4. If the disappearance of keys is due to negligent handling of keys on the part of the coach, s/he may be held financially responsible for any rekeying that must take place.
5. At the end of the season, coaches must return all keys issued for a sport season unless the individual normally uses the keys to carry out his/her teaching duties. (Approval for out of season use will be given on a case-by-case basis.)

## **LEADERSHIP COUNCIL**

Varsity Head Coaches will work with the Athletic Director to recommend a team representative/s to represent their program on a pilot program entitled the Manawa Athletic Leadership Council. The Athletic Director will work with all head coaches to establish guidelines and criteria for each sport.

## **OUT-OF-SEASON CONTACT WITH ATHLETES**

No activity or contact should in any way resemble a school team practicing, conducting tryouts, or competing out-of-season. Further, WIAA rules allow certain restricted contacts during the summer.

Specific information regarding this rule can be found in Article II of the WIAA Bylaws, and Article VI, Section 2, of the Rules of Eligibility. All coaches are expected to utilize WIAA allowable days of contact for each sport.

## **PARENT COMMUNICATION PROTOCOL**

Communication among or between athletes, parents, and coaches is encouraged. The following criteria should be followed to enhance this communication:

1. The “24-Hour Rule” is in effect. Coaches are not to discuss complaints or issues from parents before 3:30 p.m. on the day following a contest. This rule also applies to electronic communication.
2. Coaches are expected to operate under an open-door policy where they will candidly respond to questions and concerns from either the athlete or the parent.

3. If the athlete or parent has a question or concern about the program, the question or concern should be brought directly to the head coach.
4. Contact with the coach should be accomplished as much as possible during normal school hours.
5. Coaches should schedule the meeting with the athlete and/or parents in a private setting.
6. Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.
7. Coaches are not required to respond to pressure groups.
8. In most cases, the athlete/parent and coach should be able to communicate and reach an amicable solution to concerns and/or questions.
9. If the athlete, parent, and coach cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the Athletic Director.
10. If a parent brings a complaint to the Athletic Director/ Principal/ District Administrator, they will be directed back to the head coach. Students will be encouraged to advocate for themselves and work with the head coach to solve problems. When necessary, the Athletic Director will work with student-athletes to develop strategies to approach coaches appropriately.
11. School District of Manawa Communication Protocol:  
Coach → Athletic Director → Principal → District Administrator → WIAA → Board of Education

### **PRACTICE REGULATIONS**

Practice sessions should be well structured. Typical practices on school days should last between 1.5-2.5 hours, and should not exceed 3 hours, excluding time required for dressing. Coaches may be asked to provide a written practice plan for practices.

Practices may not begin before 6:00 a.m.

1. Sunday practices are not permitted unless authorized by the Athletic Director and or District Administrator.
2. A coach must be present at all practices and games.
3. Coaches should be the first to arrive and the last to leave all practice sessions, locker rooms and away events.
4. All coaches must notify the Athletic Director and Head Varsity Coach of their sport of all absences from, or cancellation of, practices or games. E-mail notification is preferred.

## **PRIOR TO BEING DECLARED ELIGIBLE TO PRACTICE**

Do NOT allow a student to practice or compete without the following items on file:

Coach must check the athlete clearance with the LWHS Athletic Department prior to starting practice.

- Current physical examination form on file in the Athletic Office.
- Signed Parent Concussion Form and Student Concussion Form
- Emergency Medical Form
- Signed parent/athlete WIAA Eligibility / LWHS Co-Curricular Code of Conduct
- Athletic Participation Fee paid
- Grades will be verified prior to competition

Final clearance for a student to practice will be communicated to the coach by the Athletic Director

**Please do not accept any forms or payment from students. These must be turned into the main office. Coaches are responsible to utilize the rSchool Coaches application for eligibility and immediate access.**

## **PURCHASE OF ATHLETIC UNIFORMS, EQUIPMENT, OR SUPPLIES**

Coaches may not, under any circumstances, contact a vendor directly to place an order for any item that will be used in the School District of Manawa athletic program. It is required that coaches will assist the Athletic Director in determining the needs of their respective programs, all purchases (including the fund which will pay for the order) must have prior approval of the Athletic Director.

The Athletic Director will then follow approved District guidelines for purchases. **All items purchased by a coach without prior authorization will be the responsibility of the coach for all payments due.**

## **RECRUITMENT OF ATHLETES**

Recruitment of athletes from an interscholastic athletic program at another high school is strictly prohibited by the WIAA and by Little Wolf High School. Any coach verified to be engaged in this type of behavior will be disciplined immediately and could be subject to immediate dismissal from his/her coaching position.

In addition, it is expected that all coaches will be loyal to the school and their own program. Trying to recruit athletes from another in-season sport is also prohibited.

## **REF RANKING**

Throughout the season, the Varsity Head Coach is responsible to evaluate contest officials via WIAA procedure. This can also be done using the rSchool Coaches application or the WIAA Website.

### **RELATIONSHIP BETWEEN HEAD AND ASSISTANT COACHES**

The head coach is in charge of determining the direction of the specific sport. When decisions must be made regarding the specific offensive or defensive philosophy of the sport, the head coach determines the direction of the program. However, it is expected that the head coach will meet on an ongoing basis with assistant coaches of the sport to ensure that everyone is in accordance with the direction of the program.

If problems arise between the head and assistant coach(es), it is expected that the coaches in question will first try to resolve the problem among themselves in a professional manner. If problems continue to exist, the head coach will discuss the issues with the Athletic Director who will then intervene and attempt to resolve the problem.

### **RULES INTERPRETATION VIDEO AND EXAM**

The School District of Manawa and the WIAA require all high school coaches (paid or volunteer) to view the annual WIAA Rules for their sport, and take the rules exam before the sports season's first contest.

### **SCHEDULES**

1. Practices - Schedules are developed by the coaches. Practices that use indoor facilities must be reserved through the Athletic Department using the school district's online facility reservation system.
2. Sunday and Wednesday Practices/Contests – Practices on Sundays are prohibited without special permission from the District Administrator. On Wednesdays, all athletic participation is to be terminated by 6:00 p.m. unless prior approval is granted from the Athletic Director and or District Administrator. All requests must be in writing via email.
3. Parents Night, Youth Night, etc. - Varsity coaches must let the Athletic Director know at least two weeks in advance of the dates of Parents Night, Youth Night, and any other special groups that will be attending

### **STUDENT & PARENT PRE-SEASON MEETING**

Coaches will conduct a student and parent meeting before/at the beginning of the season. Most often this will occur on the same night as the seasonal athletic code meeting. During your first meeting with parents, coaches are expected to present in writing and discuss these items among other things.

- Practice schedule

- Team Rules
- Coaching Philosophy Statement
- Special dates and events
- Game schedule
- Team Selection Policy
- Lettering Policy
- How players earn playing time

### **STUDENT MANAGERS**

A student manager for a sports team assists the coach with day-to-day logistics, practices, and travel. A student manager will attend all varsity competitions. They will be expected to assist the Head Coach with field preparation, travel preparation, video preparation, recording games and/or practices, and record statistics for competitions. A manager will receive a Varsity Letter for a completed season managing a team.

### **TRANSFER STUDENTS**

When a student transfers into Little Wolf High School and indicates that s/he wishes to participate in the athletic program, the circumstances surrounding that transfer will be fully investigated to ensure that no violations of WIAA transfer rules or recruitment rules have taken place. No coach should allow a transfer student to play without first receiving complete clearance from the Athletic Director.

### **TRANSPORTATION OF ATHLETES**

The Athletic Director will arrange transportation for the team within the guidelines established by the District. Prior to the start of the season, each coach should confirm bus departure times with the Athletic Director. Coaches are not to call the bus company to make changes to the bus schedule, unless approved by the Athletic Director or Principal.

When a school-provided vehicle is chartered, all athletes are expected to ride to and from practices and contests on that vehicle. Athletes may return HOME from an away contest with parents/guardians providing prior approval has been obtained from the coach and the appropriate waiver has been signed. In such cases, the coach is responsible for ensuring that the athlete leaves the contest with his/her parent/guardian.

### **UNIFORMS AND EQUIPMENT**

Within two weeks of the last organized team practice or competition, coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment, and notify the

Athletic Director of missing uniforms and equipment that need repair or replacement due to safety issues.

Prior to the beginning of the season, coaches must check uniforms and equipment to ensure that all uniforms are available, and all equipment is safe and meets the requirements of the rules.

At the beginning of and during the season, the coach must keep accurate records regarding any uniforms and equipment issued to athletes, the return of uniforms and equipment from athletes during the season, and the return of all outstanding uniforms and equipment at the end of the season.

Difficulties in retrieving uniforms and equipment from athletes should be reported immediately to the Athletic Director, who will attempt to retrieve any lost or stolen materials. In the event that the uniforms and equipment cannot be located, the student will be placed on the ineligibility list until such time the items are returned, or the school is financially reimbursed for the items.

### **VARSITY LETTER AWARD CRITERIA**

The letter is awarded only to varsity athletes of Little Wolf High School that have displayed a high degree of school citizenship and athletic excellence.

The District sincerely expects that the letter be worn or displayed with personal pride so that the significance of this award will continue to remind others of its true meaning.

1. The athlete must demonstrate team spirit through effort, dedication, and cooperation with team members and coaches.
2. The athlete must complete the season in good standing.
3. The athlete must attend all practices and contests unless excused by the coach prior to the absence.
4. Specific lettering criteria will vary from sport to sport. Honorary awards, with the Athletic Director's approval, can be given in special situations.
5. A letter may be awarded to a senior athlete, with the approval of the Athletic Director, if the senior has participated in the sport for two years at the school without meeting all the criteria for a letter.

### **WEIGHT TRAINING AND CONDITIONING:**

Varsity Head Coaches will provide an in season weight training program for their sports team to keep athletes performing at their peak strength and speed for the entirety of the season. The Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.

Varsity Head Coaches will provide an offseason weight training program for their sports team to support athletes in development of their speed and strength when they are not in a sport. The



Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.

**WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)**

The School District of Manawa is a member school of the WIAA, which is the governing body for interscholastic athletics in the state of Wisconsin. The following information is made available to all coaches by the WIAA: WIAA Senior High School Handbook, WIAA Season Regulations published for fall, winter and spring sports, and the WIAA Bulletin. Coaches may access the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

Under no circumstances are coaches to contact the WIAA directly without prior clearance by the Athletic Director regarding policy interpretations, rules or procedures. The primary contact for the School District of Manawa is the Athletic Director; and, in certain circumstances, WIAA procedures dictate that the WIAA cannot receive requests directly from coaches.

ACKNOWLEDGEMENT

I \_\_\_\_\_ (coach's full name) acknowledge that I have received the current 'Coaches Handbook' and understand that it describes the conduct and behavior expected of me as a coach and representative of the School District of Manawa.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Administrator Signature

\_\_\_\_\_  
Date

# School District of Manawa

## Academic Standards Listing

Discipline/Grade	Standards	School District of Manawa Adoption Date
		July 2020
Early Childhood and 4-year-old Kindergarten - 5th Edition	Wisconsin Model Early Learning Standards (2003, 2008, 2011, 2013, 2017)	5th Edition (Updates to 2013 Edition)
<b>English Language Arts (ELA)</b>		
5-year-old Kindergarten - 12	Wisconsin's Vision for Student Success in English Language Arts and Wisconsin Writes <a href="https://dpi.wi.gov/ela">https://dpi.wi.gov/ela</a>	Summer 2020
5-year-old Kindergarten - 12	Essential Elements: ELA Wisconsin Alternative Academic Achievement Standards (Students with significant cognitive disabilities) <a href="https://dpi.wi.gov/sped/topics/essential-elements">https://dpi.wi.gov/sped/topics/essential-elements</a>	Under Review – DPI Summer 2021
5-year-old Kindergarten - 12	WIDA English Language Development Standards (ELDS) 2020 Edition (Students learning English as other than their first language ) <a href="https://wida.wisc.edu/teach/standards">https://wida.wisc.edu/teach/standards</a>	NEW – DPI Summer 2021
<b>Mathematics</b>		
5-year-old Kindergarten - 12	Wisconsin Standards for Mathematics (2021) <a href="https://dpi.wi.gov/math/standards">https://dpi.wi.gov/math/standards</a>	NEW – DPI Summer 2021
5-year-old Kindergarten - 12	Essential Elements: Mathematics Wisconsin Alternative Academic Achievement Standards (Students with significant cognitive disabilities) <a href="https://dpi.wi.gov/sped/topics/essential-elements">https://dpi.wi.gov/sped/topics/essential-elements</a>	Under Review – DPI Summer 2021
<b>Science</b>		
5-year-old Kindergarten - 12	Wisconsin Standards for Science (Adopted Nov. 2017) (Next Generation Science Standards (2013))	DPI Adopted the NGSS which Manawa had been using
<b>Social Studies</b>		
5-year-old Kindergarten - 12	National Curriculum Standards for Social Studies	March 23, 2015

5-year-old Kindergarten - 12	Essential Elements: Social Studies Wisconsin Alternative Academic Achievement Standards (Students with significant cognitive disabilities) <a href="https://dpi.wi.gov/sped/topics/essential-elements">https://dpi.wi.gov/sped/topics/essential-elements</a>	Under Review – DPI Summer 2021
<b>Art</b>		
5-year-old Kindergarten - 12	National Core Arts Standards for Visual Arts (2014)	July 2017
<b>Physical Education</b>		
5-year-old Kindergarten - 12	Wisconsin Physical Education and Physical Activity <a href="https://dpi.wi.gov/sspw/physical-education">https://dpi.wi.gov/sspw/physical-education</a>	Summer 2020
<b>Nutrition Education</b>		
5-year-old Kindergarten - 12	<a href="#">Wisconsin’s Model Academic Standards for Nutrition Education</a>	Under Review – DPI Summer 2021
<b>Music Education</b>		
5-year-old Kindergarten - 12	<a href="#">Wisconsin’s Model Academic Standards for Music (2017)</a>	July 2019
<b>Technology Education</b>		
5-year-old Kindergarten - 8	International Society for Technology in Education (ISTE) Standards for Students (2007)	June 15, 2015
<b>School Counseling</b>		
5-year-old Kindergarten - 12	Wisconsin’s Model Academic Standards for School Counseling (2015-16)	July 2017

For those standards under review, public input is being taken by the Wisconsin Department of Public Instruction through August 12, 2021.

<b>World Languages</b>		
7-12	Wisconsin's Model Academic Standards for Foreign Languages (1997, 2001)	July 2017
<b>Personal Financial Literacy</b>		
4K-12	Wisconsin's Model Academic Standards for Personal Financial Literacy (2020)	Summer 2020
<b>Careers and Technical Education (CTE)</b>		
9-12	<p>Wisconsin Standards for Agriculture, Food, and Natural Resources (2013)</p> <p>Wisconsin Standards for Business and Information Technology (2013)</p> <p>Wisconsin Standards for Family and Consumer Sciences (2013)</p> <p>Wisconsin Standards for Health Science (2013)</p> <p>Wisconsin Standards for Marketing, Management, and Entrepreneurship (2013)</p> <p>Wisconsin Standards for Technology and Engineering (2013)</p>	July 2017



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Carmen O'Brien

From: Brenda Suehs

Date: June 28, 2021

Re: Recommendation for Prime Vendor

I recommend that the School District of Manawa select Reinhart Food Service as the prime vendor for the 2021-2022 school year.

A Request for Proposal was sent to four vendors on May 25th: Indianhead Food Service, Gordon Food Service, Sysco Eastern Wisconsin, and Reinhart Food Service. We have received no response from Indianhead Food Service or Sysco Eastern Wisconsin. Gordon Food Service responded that they currently do not have any distribution routes in our area. Reinhart Food Service has returned a completed request for proposal.

In working with Reinhart in the past we have appreciated all they have to offer including courteous staff, an easily accessible ordering system, editable menus, K-12 compliant recipes, printable tools for kitchen staff, and rebate programs.

In addition, Reinhart provides seminars and training publications which are beneficial to our programs compliance with state and federal regulations allowing staff to have the required amount of yearly Professional Development.

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### School District of Manawa

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

### Little Wolf High School Manawa Middle School

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

### Manawa Elementary

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

### ManawaSchools.org



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## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Carmen O'Brien

From: Brenda Suehs

Date: June 28, 2021

Re: Recommendation for Bread Vendor

I recommend that the School District of Manawa select Pan O' Gold as the bread vendor for the 2021-2022 school year.

An RFP was sent to three vendors on May 25th: Alpha Baking Co., Gordon Food Service, and Pan O' Gold. Gordon Food Service as well as Alpha Baking Co. responded that they currently do not have any distribution routes in our area. Pan O' Gold returned a completed request for proposal.

We have worked with this company in the past. Products from this company are delivered fresh once a week. The products they have to offer are all compliant with all the USDA Nutritional guidelines. The required Child Nutrition labels are provided for each product.

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## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Carmen O'Brien

From: Brenda Suehs

Date: June 28, 2021

Re: Recommendation for Dairy Vendor

I recommend that the School District of Manawa select Engelhardt as our dairy vendor for the 2021-2022 school year.

An RFP was sent to three vendors on May 25th: Kemps, Dean Foods, and Engelhardt Dairy. We have not received any response from Kemps or Dean Foods. Engelhardt Dairy has returned a completed request for proposal.

Engelhardt Dairy delivers twice a week to both buildings, they provide us with the milk coolers necessary for storage. Engelhardt Dairy offers a wide variety of dairy products compliant for school nutrition programs as well as the required documentation for State and Federal compliance.

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**School District of Manawa**  
Students Choosing to Excel, Realizing Their Strengths

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 7/1/2021  
**Re:** Sick-day Pay-out for All Staff

---

### Recommendation

I recommend that the Incentive to Sick Leave that is included in the Professional Educator Handbook and the Support Staff Handbook be applied to all employee groups including Administrators.

### Rationale

The verbiage in the handbooks reads as follows:

#### Incentive to Sick Leave

*For all employees eligible to earn sick leave, leave will accumulate up to ninety (90) days. Employees that have accumulated the maximum of ninety (90) days of unused sick leave will receive \$50 for every day over ninety (90) remaining on June 30. This is in lieu of "losing" unused sick days and will be paid on the July 15 payroll.*

This benefit is not implicitly stated in Administrator contracts, but could be added retroactively for the 2020-21 school year. The main purpose for this is consistency across employee groups.

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## 2021-22 SDM Salary and Stipend Guide Revision Recommendations

Page	Change
3	Added word “Original” to Planning Team
3	Corrected 5-tiered to 8-tiered
3-4	Remove sentence, no longer relevant because staff acquire points for salary advancement for the reasons listed
7	Added asterisk to denote preapproval requirement
7	“points vs. stipend” added for clarity
8	Lunch Supervision added as an opportunity to earn points or 1 PTO for personal business
8	Change typo for date of reflection conference to January 31
10	Update Salary Advancement Model to remove OR (on-ramp)
11	Substitute teacher info was moved to be directly under the Teacher Salary section and before the Support Staff Wage section
11	Remove Support Staff Wage Matrix and replace with Support Staff starting wage table
11	Remove the Job Category of District Administrative Assistant
12-14	<p>Co-curricular Changes:                      Remove date in Stipend column                      Remove 2016-17 explanation of calculation                      Changes by position:</p> <ul style="list-style-type: none"> <li>• Athletic Director – reduce stipend to \$10,000, maintenance now does field care</li> <li>• Asst. Football pay amount aligns with other asst coaches</li> <li>• Renamed Asst. Volleyball to Junior Varsity Volleyball</li> <li>• Renamed Freshman Volleyball to Junior Varsity 2 Volleyball</li> <li>• Eliminated Asst. Volleyball coach due to participation rates</li> <li>• Asst. Cross Country – typo for stipend, should read \$1,935</li> <li>• Boys Basketball Head – shared position note is outdated</li> <li>• Renamed Asst. B. Basketball to Junior Varsity Boys Basketball</li> <li>• Renamed Freshman Boys Basketball to Junior Varsity 2 Boys Basketball</li> <li>• Renamed 8<sup>th</sup> Gr. B Basketball to 8<sup>th</sup> Gr. Boys Basketball</li> <li>• Renamed 7<sup>th</sup> Gr. B Basketball to 7<sup>th</sup> Gr. Boys Basketball</li> <li>• Renamed Asst. G. Basketball to Junior Varsity Girls Basketball</li> <li>• Renamed Freshman Basketball to Junior Varsity 2 Girls Basketball</li> <li>• Renamed 8<sup>th</sup> Gr. G Basketball to 8<sup>th</sup> Gr. Girls Basketball</li> <li>• Renamed 7<sup>th</sup> Gr. G Basketball to 7<sup>th</sup> Gr. Girls Basketball</li> <li>• MS Wrestling – removed outdated information</li> <li>• Spring Sports changed to Spring Coaches to match other headings</li> <li>• Softball changed to Head Softball</li> <li>• Asst. Softball changed to Junior Varsity Softball</li> <li>• Baseball changed to Head Baseball</li> <li>• Asst. Baseball changed to Junior Varsity Baseball</li> <li>• Asst. B. Track changed, eliminated B.</li> </ul>

	<ul style="list-style-type: none"> <li>• B. Jr. High Track eliminated B.</li> <li>• G. Jr. High Track eliminated G.</li> <li>• Added Jr. High Track (if numbers exceed 50)</li> <li>• Changed Golf-Combined to Head Golf-Combined and changed the amount to match other head coaches at \$3,240</li> <li>• Moved Cheerleading / Pep Club at \$325 to athletic section</li> <li>• Eliminated Marching Band/Pep</li> <li>• Added Marching Band (up to 7 total performances per year – must include Homecoming, Miracle on Bridge Street, Memorial Day, the Manawa Rodeo parade, and other community events) paid at \$75 per event</li> <li>• Added Pep Band (up to 10 total performances per year) paid at \$30 per event.</li> <li>• Reduced the class advisor for Seniors to one.</li> <li>• Added MMS to class advisor, eliminated 2 @ \$150 each</li> <li>• Eliminated Homecoming Advisors and Float Building Advisors – neither has been utilized because these activities are covered by class advisors and student council.</li> <li>• Event Chaperones, changed @ to read per and added a maximum payout of \$1,000 (40 total chaperones)</li> <li>• Forensic Asst. Coach changed to Forensic MS Coach/Asst. Coach to HS as needed</li> <li>• Eliminated Jr. High Forensic Coach position</li> <li>• Debate Coach is changed to only High School and paid at rate of \$315</li> <li>• Added One-Act Play paid at \$315</li> <li>• Added Play director paid at \$1,000</li> <li>• Added Musical Theater Production/Artistic Director paid at \$3,000</li> <li>• Student Council – MES: eliminated includes dance and changed to would include any after school event</li> <li>• Combined LWHS and MMS Yearbook to one position paid at \$630</li> <li>• Added MES Yearbook paid at \$315</li> </ul>
14	CWC Varsity Basketball Officials rate was changed to \$80 per game
17	Eliminated “s” from principal and district administrator signature for consistency

The Support Staff Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook will be brought back to the Board of Education for approval.



**Students choosing to excel; realizing their strengths.**

To: Board of Education  
From: Dr. Melanie J. Oppor and Carmen O'Brien  
Date: July 7, 2021  
Re: Supplement to 2021-22 Salary & Stipend Guide Cover Sheet

Page	Section/ Paragraph	Concern/Question
Cover		This guide has been added to the master spreadsheets of handbooks and plans.
4	Performance Evaluation	The SDM uses the Department of Public Instruction approved Educator Effectiveness Model by CESA #6 and this program meets all state legal requirements for teacher evaluation. Teachers access the online evaluation platform on the District website by going to Staff Home>Teacher Resources>My Learning Plan.
4-5	Plan Freeze	The Salary and Stipend Guide was designed specifically to address the financial implications of the growth model designed for salary advancement. The process for resuming advancement on the salary model following a “freeze” was added.
5	Advancement on Wage Model	During the 2020-21 school year due to the implications of the pandemic, the SDM requested an exemption for some aspects of the teacher evaluation system and extensions on the timeline. The Board of Education approved salary advancements in April 2021. The timeline as shown in the guide will resume for the 2021-22 school year.
5-6	Procedures for Advancement	Notations of the addenda were added. A specific form name was added for Addendum D.
6	Rules for Salary Advancement	Notations were added for all stipends paid to include curriculum work and professional development.
14	Co-curricular Stipends List	The typo was corrected.



**Students choosing to excel; realizing their strengths.**

**2021-22~~18-19~~**

# **Salary & Stipend Guide**

School District of Manawa  
800 Beech Street  
Manawa, WI 54949  
920-596-2525  
[www.manawaschools.org](http://www.manawaschools.org)

*Approved by the Manawa Board of Education on*

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## School District of Manawa Salary Advancement Model

### Original Planning Team

District Administrator, Melanie J. Oppor  
Business Manager, Carmen O'Brien  
MES, Sarah Highlander  
MES, LuAnne Ujzdowski  
MES, Meria Wright  
LWJSHS, Jeff Bortle  
LWJSHS, Andrea Hraban  
LWJSHS, Michele Koshollek

### **I. Background**

The SDM Salary Advancement Model was designed in the 2017-18 school year by a joint committee of SDM teachers and administrators. This Salary Advancement Model replaced the previous teacher/administrator designed plan called the Professional Advancement Compensation Eligibility (PACE) that was in place from the 2015-16 school year through the 2017-18 school year with final payments made in the 2018-19 school year.

The Salary Advancement Model is a combination of features gathered from other Wisconsin school districts along with the creative, personalized ideas suggested by School District of Manawa stakeholders. The driving vision for this plan is to acknowledge and foster a culture of professionalism that is characterized by a commitment to continuous improvement throughout a career. The vision reinforces characteristics to include quality instruction by fostering a culture of professionalism through accountability, a job-embedded salary structure, and continuous improvement through lifelong learning. This compensation system recognizes the many, varied ways in which 4K- to grade 12 teachers work with students to enrich their lives and thus, the wide variety of professional growth opportunities needed by teachers to continue to grow and feel fulfilled over the life of their career as a professional educator. A goal of the SDM Salary Advancement Model is to promote a positive and collaborative learning environment in which teachers are compensated for their professionalism.

### **II. Overview**

A single-lane, ~~eight~~five-tiered career ladder is used as the basis for salary advancement (See Appendix A). There are several levels through which a typical teacher will pass during a career spanning 2-3 decades of employment with the SDM. Teachers typically move from one level to the next level about every six years through a promotion process based on the accumulation of points for a wide variety of professional development activities. Advancement requires collaboration, professionalism, and evidence of continuous improvement. There is also annual incremental growth within each level. ~~In addition to the salary amount indicated on the salary structure, annual stipends are provided throughout a teacher's career for advanced degrees, National Board~~

~~certification, and/or difficult to fill vacancies (ex. Certification areas where there is a shortage of qualified teachers).~~

**III. Career Levels**

The single-lane salary structure is intended to provide opportunities for all educators --- from initial educator through experienced veteran educators. Promotions from one level to another are based on evidence of professional improvement that will be showcased in a culminating reflection experience with the teacher’s supervising principal with the option of including a secondary administrator. This is a professional advancement career ladder.

**IV. Salary Structure**

The single-lane salary structure is based on the opportunity to be promoted annually in small incremental steps. Teachers can move one step each contract year. Larger salary advancements will be provided at critical junctures in the model as teachers move from initial educator licenses to regular teacher licenses and again as teachers move from one level to the next level about every six years or two summary evaluation cycles. The teacher may submit documentation of the accumulated points no later than February 1 of the teacher’s eligible year. Those points may include anticipated activities anticipated to be completed on or before June 30 of the year points are being submitted for salary advancement. A teacher may defer movement from one level to the next level for one year either at the teacher’s discretion or the principal’s recommendation.

**V. Job Performance Evaluation**

The specifics of the District’s teacher evaluation plan are contained in the *SDM Teacher Performance Evaluation (TPE) Guide*. The SDM utilizes the CESA 6 Teacher Effectiveness Model, based on the work of Dr. James Stronge, for its evaluation system. The SDM Salary Advancement Model is fully integrated with the TPE to maximize the connectedness between job performance reviews, evidentiary artifacts, and the advancement process. This integration allows teachers to maintain their focus and not be pulled in different directions by varied systemic requirements. The SDM annually conducts a full summary evaluation on each initial educator (defined as any teacher employed in his/her first three years as a teacher within the District). Subsequently, teachers on continuing contracts have a full summative evaluation by their direct supervisor no less than every three years, subject to compliance with state statute. Every teacher has specific goals upon which they are measured every year, and every teacher receives a brief administrative review every non-summative year based on goal progress and other factors.

**VI. Performance Improvement Plan Freeze**

Each teacher’s direct administrative supervisor is responsible for providing a written summary evaluation of the teacher’s performance since his/her previous summary evaluation in accordance with the format adopted by the District. If a teacher has a negative summary (more than one “needs to improve” standard on the Teacher Effectiveness Model), then that teacher is placed on a Performance Improvement Plan and is frozen at his/her current location on the Salary Advancement Model for the next school year. No advancement may occur. The same process would be used with a teacher between summary years whose performance was deemed unsatisfactory by the administrator who is responsible for documenting administrative review during non-summative years. In order to resume advancement in the Salary Advancement Model, the



professional educator must satisfactorily complete the Plan of Improvement process as defined in the *TPE* and approved by the supervising principal.

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## **VII. Advancement on the Wage Model**

Points are accumulated over a six-year span for Salary Advancement. Each teacher must accumulate 240 points that roughly equates to 240 hours of non-contractual time. Points are divided into two categories: Professional & Leadership Growth and Community & Connections.

At least 70% or 168 points must be devoted to Professional & Leadership Growth related activities. A teacher can choose to complete all points in the Professional & Leadership Growth activities. These activities focus on a professional growth mindset that culminates in the teacher taking on leadership roles that enhance the profession.

No more 30% or 72 points will be accepted for Community & Connections. This category recognizes the importance of forging lasting relationships with students, families, business partners, and the SDM community for the betterment of the district.

The teacher will create a reflection on how the new learning from participation in the activities named for points enhanced instruction in the classroom (or service to clients in the case of counselors, therapists, etc.). The reflection may be presented in a variety of different ways such as, but not limited to, written, verbal, technology presentation, or video. The method of sharing the reflection should support the teacher's purpose in demonstrating how the teacher has grown in his/her craft.

The Board of Education makes all advancement decisions in the spring based on the recommendation of the District Administrator, who is presented with an approved compilation of the Salary Advancement points. There are no automatic advancements from one level to the next level meaning that if a teacher chooses not to submit the documentation of points and reflection, an advancement will not be processed. There is no quota or restriction for the number of advancements granted annually from the pool of eligible candidates. All criteria for documentation must be submitted for advancement by February 1. Teachers who are not promoted remain frozen at their current salary schedule level until such time as they are advanced. Candidates who do not feel ready for the advancement process may defer for a year at a time, remaining frozen at their level, until such time as they feel ready to proceed with the advancement process. Smaller annual salary increases are available within levels.

## **X. Procedures for Advancement**

- A. It is the teacher's responsibility to keep track of points on the Professional Advancement Points Form – Addendum D a Salary Advancement Model-Form (electronic or paper options) for qualifying activities.
- B. It is the responsibility of the teacher to obtain verification (electronic or signature) on the Professional Advancement Points Form – Addendum Dthe Salary Advancement Model Form for each activity within 15 days following the completion of the activity.
- C. Teachers will retain their completed form(s) until such time as the teacher accumulates 240 points/equivalent to about 240 hours and submits the completed form(s) found in Addenda C and D for those points to the District Administrator. The deadline for submission is February 1 of the year in which the teacher is eligible for salary

advancement from one level to another. The salary advancement will be applied the following school year.

- D. No later than February 1, the teacher must submit all documentation of accumulated Salary Advancement and a principal endorsed Reflection Cover Sheet (Addendum C) to the District Administrator.
- E. At the February meeting of the School Board, the District Administrator will present the advancement recommendations to the Board in open session. The Board will discuss and make decisions regarding the advancements.
- F. Following the Board’s decision at the February meeting, the District Administrator will notify each teacher of the Board’s decision.
- G. Points not submitted for Salary Advancement may be held over for not more than seven fiscal years (July 1 to June 30) beyond the date of completion noted on the Salary Advancement Activity Form for that activity.

**XI. Rules for Salary Advancement Compensation Eligibility Points**

- A. The number of points needed for movement from one level to the next is 240 points/about the equivalent of 240 hours.
- B. There will be no “double dipping.” If a monetary stipend is available for an activity (e.g., an advisory post or coaching), the teacher will receive either the monetary stipend or the Salary Advancement points for that activity as declared in advance when accepting the annual contract for that position.
- C. It is the responsibility of the teacher to obtain a verification (electronic or signature) on the Activity Form for each activity within 15 days following the completion of the activity.
- D. Teachers will retain their completed compilation form until such time as the teacher accumulates 240 points and submits the completed form for those points with the signed reflection cover sheet to the District Administrator. The deadline for submission is February 1 of the year in which the teacher is eligible for salary advancement from one level to another. The salary advancement will be applied to the teacher’s base wage for the following school year.
- E. A special Professional & Leadership Growth activity option provides an opportunity for professional educators to apply to their school principal for salary advancement points for an activity that is not outlined below. The school principal has discretionary authority to grant points for such requests and will use a rigorous professional standard for making a decision. Points are given for tasks that go beyond the professional educator’s contractual/handbook responsibilities.

The following guidelines will be used for assigning point values to activities not specifically listed in the tables below:

- Activity occurs outside of work hours (evenings, weekends, summer, etc.).
- No compensation is being received for the task.
- Tasks must lead to demonstrable professional growth as evidenced through reflections shared with the principal.

- F. The following activities qualify for salary advancement points as delineated below:

Professional & Leadership Growth	
Points needed at the 6-year mark = <b>240</b>	at least 70%

Minimum number of points needed	168
<b>Points Opportunities</b>	
Complete graduate credit(s)	15 per credit
Additional certification/license related to position or school district (preapproval required) or National Board Certification	100-240 points*
Mentor (up to 20 hours per year)	2 points/hour/mentee
Professional Buddy (up to 20 hours per year)	1 point/hour/mentee
Supervisor of student teachers	9 points/quarter
Internship supervisor	18 point/quarter
Teach a graduate course	50 points/course
Articulated/dual credit or AP course instructor	20 points/year
Officer of a professional education organization	1 point/hour
Member of a professional education organization	10 points/organization
Lead a professional development session (in-house)	5 points per hour of presentation (includes preparation in the figure)
Present at a workshop/conference (out-of-district)	10 points
Attend conference/workshop (preapproval required)	1 point/hour *
Member of non-contractual committees (preapproval required)	1 point/hour *
Initiate innovative classroom practice(s) (preapproval required)	2 points/hour/week(s) implemented up to 100 points *
Participate in a book study group outside of contractual hours (preapproval required)	1 point/hour up to 10 points/book *
Published in a scholarly journal	50 points
Grant writing	2 point/hour
Awarded a grant	10 points/grant

\*denotes preapproval requirement

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<b>Community &amp; Connections</b>	
	up to 30%
Maximum number of points accepted	72

<b>Points Opportunities</b>	
Athletic or co-curricular Coach/Advisor of pre-approved activity ( <u>points vs. stipend</u> )	1 point/hour
Create and serve as an advisor for an after-school activity (non-stipend)	1 point/hour
Community outreach	1 point/hour up to 20 points
Attend a school related event (non-contractual hours)	1 point/hour up to 20 points
Member of a community organization	1 point/hour
Author article in Wolf Pack Express	1 point/article
Human Service-based children/family support team	1 point/hour
Chaperone a one-day non-school day field trip/non-parent role	1 point/hour up to 8 hours a day
Chaperone a multi-day field trip (in a non-parent role)	1 point/hour up to 8 hours a day
<u>Lunch Supervision – in lieu of 30 minute duty-free lunch</u>	<u>6 points or 1 additional PTO day per semester</u>

### Summary Timeline for SDM Salary Advancement

By October 1	Teachers who are eligible for Advancement will be confirmed.
By <del>January</del> <u>May-31</u>	Teachers who are eligible for Advancement will hold a reflection conference with their building principal and up to one secondary administrator (optional) as mutually agreed upon by the teacher and principal based on the secondary evaluator's expertise.
By February 1	All signed Salary Advancement point forms are submitted to the District Administrator in a single complete packet.
At February BOE meeting	District Administrator presents advancement recommendations to the Board of Education in open session for Board action.

By Early-March	Teachers will be notified of their advancement as per the Board's decision.
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**Salary Advancement Model**

Appendix A

	Increase from past year	Level	Wage
<b>LEVEL A</b>	\$0	A1	\$40,000
	\$800	A2	\$40,800
	\$800	A3	\$41,600
	\$1,000	A4	\$42,600
	\$1,000	A5	\$43,600
	\$1,500	A6	\$45,100
<b>LEVEL B</b>	\$1,500	B1	\$46,600
	\$1,000	B2	\$47,600
	\$1,000	B3	\$48,600
	\$1,000	B4	\$49,600
	\$1,000	B5	\$50,600
	\$1,000	B6	\$51,600
<b>LEVEL C</b>	\$3,000	C1	\$54,600
	\$500	C2	\$55,100
	\$500	C3	\$55,600
	\$500	C4	\$56,100
	\$500	C5	\$56,600
	\$500	C6	\$57,100
<b>LEVEL D</b>	\$3,000	D1	\$60,100
	\$500	D2	\$60,600
	\$500	D3	\$61,100
	\$500	D4	\$61,600
	\$500	D5	\$62,100
	\$500	D6	\$62,600
<b>LEVEL E</b>	\$3,000	E1	\$65,600
	\$500	E2	\$66,100
	\$500	E3	\$66,600
	\$500	E4	\$67,100
	\$500	E5	\$67,600

	\$500	E6	<b>\$68,100</b>
<b>LEVEL F</b>	\$1,000	F1	<b>\$69,100</b>
	\$500	F2	<b>\$69,600</b>
	\$500	F3	<b>\$70,100</b>
	\$500	F4	<b>\$70,600</b>
	\$500	F5	<b>\$71,100</b>
	\$500	F6	<b>\$71,600</b>
<b>LEVEL G</b>	\$1,000	G1	<b>\$72,600</b>
	\$500	G2	<b>\$73,100</b>
	\$500	G3	<b>\$73,600</b>
	\$500	G4	<b>\$74,100</b>
	\$500	G5	<b>\$74,600</b>
	\$500	G6	<b>\$75,100</b>
<b>LEVEL H</b>	\$1,000	H1	<b>\$76,100</b>
	\$500	H2	<b>\$76,600</b>
	\$500	H3	<b>\$77,100</b>
	\$500	H4	<b>\$77,600</b>
	\$500	H5	<b>\$78,100</b>
	\$500	H6	<b>\$78,600</b>

**Professional Educator Stipends**

	<u>Rate</u>
<u>Curriculum Development</u>	<u>\$25 per hour</u>
<u>Professional Development</u>	<u>\$20 per hour</u>
<u>Professional Development with required product</u>	<u>\$25 per hour</u>
<u>Internal Subbing</u>	<u>\$18 per class period</u>

**Substitute Teacher**

	<u>Rate</u>
<u>Former SDM Teacher</u>	<u>\$110 per day</u>
<u>Substitute Teacher</u>	<u>\$100 per day</u>
	<u>\$14.29 per hour*</u>

Hourly sub. rate was calculated as \$100 per day divided by 7 teaching periods in a regular teaching day (includes RTI time)

**Support Staff Wage Matrix**

Each year, the Business Manager will submit a support staff wage proposal as part of the Staff and Program change procedure to the Board of Education. Increases in wages will be determined by the Board of Education pending a positive evaluation.

<b>Lane</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	
-	<b>1-5</b>	<b>6-10</b>	<b>11-15</b>	<b>16-20</b>	<b>21+</b>	<b>Sub-Rate</b>
	<b>Years</b>	<b>Years</b>	<b>Years</b>	<b>Years</b>	<b>Years</b>	
<b>District Admin. Asst.</b>	-\$16.29	-\$17.05	-\$17.81	-\$18.57	-\$19.33	N/A
<b>Financial Support Staff</b>	-\$15.76	-\$16.52	-\$17.27	-\$18.03	-\$18.79	N/A
<b>Food Service – Manager</b>	-\$14.89	-\$15.64	-\$16.40	-\$17.16	-\$17.92	N/A
<b>Special Ed. Aide</b>	-\$14.73	-\$15.49	-\$16.25	-\$17.01	-\$17.77	-\$10.64
<b>Building Secretary</b>	-\$14.27	-\$15.03	-\$15.79	-\$16.55	-\$17.31	-\$10.64

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	10,000
<b>Fall Coaches</b>	
Head Football	3240
Asst. Football (3) <del>\$2020 1935</del> each	<del>\$1935</del> 5805
7-8th Gr. Football	1465
7-8th Gr. Football	1465
Head Volleyball	3240
<del>Asst. Volleyball</del> Junior Varsity Volleyball	1935
<del>Freshman Volleyball</del> Junior Varsity 2 Volleyball	1935
<del>Asst. Volleyball</del>	<del>1935</del>
8th Gr. Volleyball	1465
7th Gr. Volleyball	1465
Cross Country Head	3240
Asst. Cross Country	<del>1935</del> 1465
MS Cross Country	1465
<b>Winter Coaches</b>	
Boys Basketball Head (Shared position for 2012-13)	3240
<del>Asst. B. Basketball</del> Junior Varsity Boys Basketball	1935
<del>Freshman Junior Varsity 2 Boys-</del> Basketball <del>Pending Numbers</del>	1935
8th Gr. <del>Boys-</del> Basketball	1465
7th Gr. <del>Boys-</del> Basketball	1465
Girls Basketball Head	3240
<del>Asst. G. Basketball</del> Junior Varsity Girls Basketball	1935
<del>Freshman Basketball</del> Junior Varsity 2 <del>Girls Basketball-pending numbers</del>	1935
8th Gr. <del>Girls-</del> Basketball	1465
7th Gr. <del>Girls-</del> Basketball	1465
Head Wrestling	3240
Asst. Wrestling	1935
MS Wrestling <del>(new 2012-13)</del>	1465
<b>Spring Sports Coaches</b>	
<del>Head</del> Softball	3240
<del>Junior Varsity</del> Asst.-Softball	1935
<del>Baseball</del> Head Baseball	3240
<del>Asst. Baseball</del> Junior Varsity Baseball	1935
Track Head Coach	3240
Asst. <del>B-</del> Track	1935
Asst. Track (if 25+ students)	1935
<del>B-</del> Jr. High Track	1465

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<del>6</del> -Jr. High Track	1465
Jr. High Track (if numbers exceed <u>5040</u> )	1465
Head Golf - Combined	<del>3100</del> <u>3240</u>
Cheerleading / Pep Club	<u>325</u>
<b>FINE ARTS / Club / Advisors</b>	
Art Club / Team	325
<del>Marching Band/Pep</del>	<del>325</del>
Marching Band (up to 7 total performances per year - must include Homecoming, Miracle on Bridge Street, Memorial Day, the Manawa Rodeo parade, and other community events)	75 per event
Pep Band (up to 10 total performances per year)	30 per event
Class Advisor HS/Sr. <del>2 @ \$300 each</del>	<del>600</del> 300
Class Advisor HS/Jr.	300
Class Advisor HS/S	300
Class Advisor HS/F	300
Class Advisors <del>MMS 2 @ \$150 each</del>	300
Prom Advisors - 3 @ \$150 each	450
<del>Homecoming Advisors 2 @ \$150 each</del>	<del>0</del>
<u>This category has not been utilized</u>	
<del>Float Building Advisors 2 @ \$100 each</del>	<del>0</del>
<u>This category has not been utilized</u>	
Event Chaperones - \$25 <del>per</del> event (per principal advanced approval)	<u>1000</u>
FBLA/DECCA	325
Forensics Director /HS Head Coach	1935
Forensic/ <del>Asst. Coach HS and MS Coach/Asst. Coach to HS as needed</del>	1255
<del>Forensic/Coach Jr. HS</del>	<del>625</del>
Debate Coach <del>Jr. HS/HS High School</del>	<del>315</del> <u>625</u>
NHS Director	315
<del>Play Director / Drama One-Act Play</del>	315
<del>Play Director</del>	<u>1000</u>
<del>Musical Theater Production/Artistic Director</del>	<u>3000</u>
Student Council HS - includes oversight of homecoming related events	625

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Student Council – MES ( <del>includes dance</del> <u>would include any after school event</u> )	\$250
<del>LWHS and MMS Yearbook HS</del>	<del>630315</del>
<del>Yearbook JR-High</del> <u>MES Yearbook</u>	315
Quiz Bowl	315
Initial Educator Mentor	\$250 per assigned mentee

**Officials Rates** (CWC sets all Varsity rates)

Sport	Number of Officials	Current Rate
Baseball	2	\$80
Baseball - JV		\$60 (or additional \$20 to retain Varsity officials for an extra-innings game)
Basketball	3	<del>\$80</del> \$70
Cross Country	2	\$75
Football	5	\$70
Soccer	3	
Softball	2	\$70
Softball - JV		\$60 (or additional \$20 to retain Varsity officials for an extra-innings game)
Track	3	\$100
Volleyball - Dual	2	\$94
Volleyball - Pool Play	2	\$40 per match
Wrestling	1	\$80
Wrestling - Multi Dual	3	\$175
Wrestling - Conference	3	\$200

**Game Worker Rates** (as set by the SDM)\*

JOB	LEVEL	RATE
ALL SPORTS - Security	Varsity/JV	\$45
	MS	\$35
ALL SPORTS - Tickets	All Levels	\$25 or Volunteer hours
Basketball - Book	C Team/Freshman	\$20
	Varsity	\$39

<b>Basketball - Book/Clock</b>	<b>MS</b>	<b>\$30</b>
<b>Basketball - Clock</b>	<b>C Team/Freshman</b>	<b>\$20</b>
	<b>Varsity</b>	<b>\$34</b>
<b>Football - Chain Gang</b>	<b>All</b>	<b>\$20</b>
<b>Football - Clock</b>	<b>JV</b>	<b>\$25</b>
	<b>MS</b>	<b>\$40</b>
	<b>Varsity</b>	<b>\$30</b>
<b>Track- Computer</b>	<b>All</b>	<b>CONTRACTED at \$250</b>
<b>Track- event worker</b>	<b>All</b>	<b>\$20</b>
<b>Track- Flash Timer</b>	<b>All</b>	<b>CONTRACTED at \$250</b>
<b>Track- Hand Timer</b>	<b>All</b>	<b>\$20</b>
<b>Trainer</b>	<b>All</b>	<b>CONTRACTED at \$300</b>
<b>Volleyball - Book</b>	<b>Freshman</b>	<b>\$12</b>
	<b>Varsity, JV</b>	<b>\$36</b>
	<b>MS</b>	<b>\$25</b>
<b>Volleyball - Clock</b>	<b>Freshman</b>	<b>\$12</b>
	<b>Varsity, JV</b>	<b>\$35</b>
	<b>MS</b>	<b>\$25</b>
<b>Wrestling - Dual Book</b>	<b>Varsity</b>	<b>\$27</b>
<b>Wrestling - Dual Clock</b>	<b>Varsity</b>	<b>\$27</b>

\*Tournaments lasting more than four (4) hours will be paid at two (2) times the above rate

Appendix C

**Salary Advancement Reflection Cover Sheet**

**Salary Advancement Candidate:**

**Reflection Meeting Date:**

**Points Confirmation:**

**Recommendation (“Yes” or “Not Yet”):**

If “not yet” is chosen, please explain with evidence why the candidate is not ready for a salary advancement.

**Teacher Signature & Date:**

**Principal's Signature & Date:**

**District Administrator's Signature & Date of Receipt:**

**Board of Education Decision:**

Appendix D

School District of Manawa  
Professional Advancement Points Form

Activity	Date/ Time	Point Value: Professional & Leadership	Point Value:	Principal Endorsement
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Melanie Oppor <mopper@manawaschools.org>

## Fwd: Curb and Gutter Replacement Budget

2 messages

**Melanie Oppor** <mopper@manawaschools.org>  
To: Board of Education <board@manawaschools.org>

Sun, Jun 13, 2021 at 8:46 PM

Melanie J. Oppor, PhD  
District Administrator  
School District of Manawa

800 Beech Street  
Manawa, WI 54949  
Office: 920-596-2525

Begin forwarded message:

**From:** Matt McGregor <mamcgregor@hoffman.net>  
**Date:** June 11, 2021 at 12:28:19 PM MST  
**To:** Melanie Oppor <mopper@manawaschools.org>, Dan Wolfgram <dwolfgram@manawaschools.org>  
**Cc:** Carmen O'Brien <cobrien@manawaschools.org>  
**Subject:** Curb and Gutter Replacement Budget

Team

Please find breakdown below for the assumed 750' LF of Curb and Gutter Removal/Replacement at the High School parking lot and drives.

Demo and Removal – Faulks	\$11,915
<u>Form and Pour – Delrar</u>	<u>\$28,650</u>
Total Budget	\$40,565

Please let me know if you have any questions

Thanks

**Matt McGregor**  
Senior Project Manager

Hoffman Planning, Design & Construction, Inc.

920.380.2104 phone | 920.380.9104 fax | 920.540.5540 mobile  
[matt.mcgregor@hoffman.net](mailto:matt.mcgregor@hoffman.net) | [www.hoffman.net](http://www.hoffman.net)

6/14/2021

School District of Manawa Mail - Fwd: Curb and Gutter Replacement Budget

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

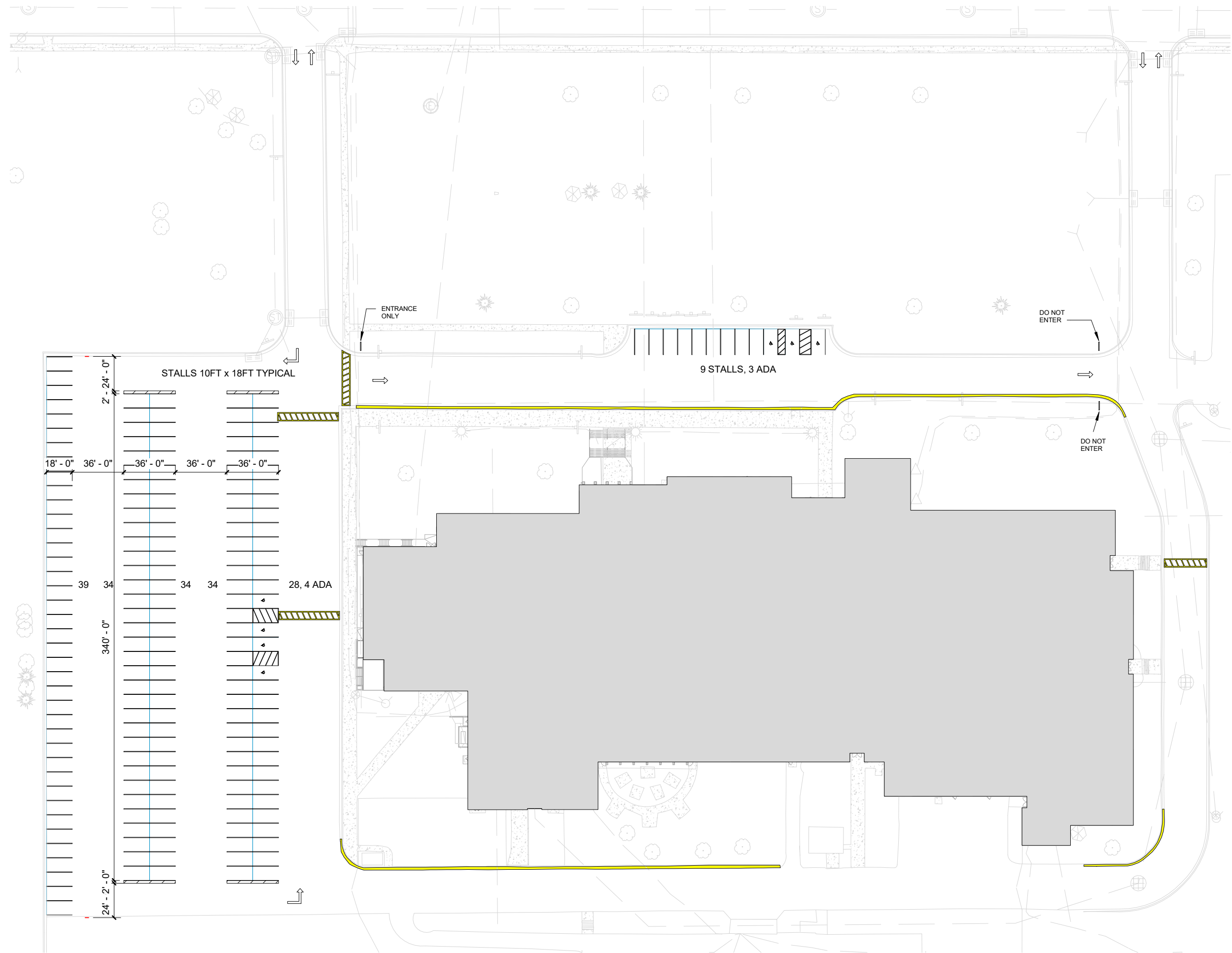
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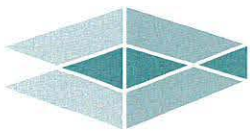
**Melanie Oppor** <moppor@manawaschools.org>  
To: Dan Wolfgram <dwolfgram@manawaschools.org>

Sun, Jun 13, 2021 at 8:46 PM

[Quoted text hidden]







STRANG, PATTESON  
RENNING, LEWIS & LACY

[www.strangpatteson.com](http://www.strangpatteson.com)

**GREEN BAY OFFICE:**

205 Doty Street  
Suite 201  
Green Bay, WI 54301  
Toll Free: 844-833-0830

**MADISON OFFICE:**

660 W. Washington Ave.  
Suite 303  
Madison, WI 53703  
Toll Free: 844-626-0901

**OSHKOSH OFFICE:**

43 W. 6th Ave.  
Oshkosh, WI 54902  
Toll Free: 833-654-1180

July 2, 2021

**PERSONAL & CONFIDENTIAL**  
**ATTORNEY/CLIENT PRIVILEGE**

**BY ELECTRONIC-MAIL**  
([moppor@manawaschools.org](mailto:moppor@manawaschools.org))

Dr. Melanie J. Oppor, Ph.D.  
District Administrator  
School District of Manawa  
800 Beech Street  
Manawa, WI 54949

Re: Recording School Board Meetings (Conducted Via Google Meet) / Posting  
Recordings of School Board Meetings on the District's Website

Dear Dr. Oppor:

The District has requested our opinion as to whether the District should record School Board meetings conducted via Google Meet (the District currently utilizes Google Meet so that individuals (including School Board members) who do not want to physically attend School Board meetings may attend virtually) and post the recordings on the District's website.

The short answer is that as the pandemic comes to an end, the rationale (the declaration of a public health emergency) that the District (and other school districts) relied upon for holding School Board meetings virtually (virtual only or hybrid) no longer supports doing so. As a result, returning to in-person School Board meetings is the most prudent approach moving forward.

Should the District elect to continue holding School Board meetings virtually (hybrid only for a limited period of time moving forward), there is no legal obligation for the District to record the meetings and post them on the District's website. The Clerk is only required to record the Minutes of School Board meetings and publish the proceedings of such meetings within 45 days in a newspaper published in the District, if any, or post or publish the Minutes as the School Board directs if there is no newspaper published in the District.

Not only is there no legal obligation to record School Board meetings and post the recordings on the District's website, should the District elect to continue holding School Board meetings virtually (hybrid) for a limited period of time moving forward, there are a number of other reasons weighing against doing so.

## DISCUSSION

During the pandemic, School Board meetings remained essential but, because of the declaration of a public health emergency, physical attendance at School Board meetings was deemed not essential. Accordingly, the District (and other school districts) elected to hold virtual School Board meetings – Virtual only (where no one (including School Board members) physically attended School Board meetings) or hybrid (where individuals (including School Board members) elected to physically attend or virtually attend School Board meetings (provided Board policy did not preclude virtual attendance)). Virtual only School Board meetings raised access issues – Only those members of the press or public with internet access could attend. Hybrid School Board meetings arguably eliminated the access issues – Members of the press and public were able to physically attend if they so desired.

As the pandemic comes to an end, the rationale (the declaration of a public health emergency) that the District (and other school districts) relied upon for holding School Board meetings virtually (virtual only or hybrid) no longer supports doing so. Inasmuch as the rationale for holding virtual only or hybrid School Board meetings no longer exists, the access issues (for members of the press and public) now tip the scales in favor of in-person School Board meetings only (except, in limited circumstances where a School Board member is not available because he/she is out of the District, allowing for participation by telephone (provided the requirements associated with doing so are met)). Accordingly, the issue of holding School Board meetings virtually, recording the meetings and posting the recordings on the District's website may be moot.

Should the District elect to continue holding School Board meetings virtually (hybrid only for a limited period of time moving forward), there is no legal obligation for the District to record the meetings and post them on the District's website.

The District is required to hold a regular School Board meeting at least once each month at a time and place determined by the School Board and may hold special School Board meetings. Wis. Stat. §§ 120.11(1) and (2). The Clerk shall record the minutes of School Board meetings. Wis. Stat. § 120.11(1).

The proceedings of School Board meetings shall be published within 45 days after the meeting as a Class 1 notice, under ch. 985, in a newspaper published in the District, if any, or publicized by District-wide distribution (this does not include the District's website – Due to access issues) prepared and directed by the School Board and paid out of school funds. Wis. Stat. § 120.11(4). If there is no newspaper published in the District, the proceedings shall be posted or published as the School Board directs (this does not include the District's website – Due to access issues). Wis. Stat. § 120.11(4). For the purpose of publication, the proceedings shall include the substance of every official action taken by the School Board at the meeting and a statement of receipts and expenditures in the aggregate. Wis. Stat. § 120.11(4).

In short, the School Board is required to hold a regular meeting at least once each month, but is not required to record such meeting or post the recording on the District's website – The District need only record the Minutes and publish the proceedings.

Not only is there no legal obligation to record School Board meetings and post the recordings on the District's website, should the District elect to continue holding School Board meetings virtually (hybrid) for a limited period of time moving forward, there are a number of other reasons weighing against recording such meetings and posting the recordings on the District's website – The last three (3) referenced below being the strongest arguments against doing so:

First, recording School Board meetings tends to diminish input from School Board members, Administrators and members of the public because of concerns associated with their input/comments being recorded and publicly disseminated (for as long as the recording is in existence). As a result, discussion concerning various Agenda items may not include the valuable input that it may otherwise receive.

Second, recording School Board meetings and then posting the recordings on the website may result in claims that the recordings were manipulated and/or edited during recording. Similarly, doing so allows for claims that the recording posted to the District's website may be manipulated and/or edited after being posted. The District should be careful to avoid any possibility that such manipulation and/or editing may happen, or even the perception that recordings of School Board meetings do not accurately represent what truly occurred.

Third, most legal authorities counsel against recording School Board meetings (even just audio recordings), except where required by law (e.g., expulsion hearings) or to facilitate preparation of Minutes (in which case the recording is generally erased following preparation of the Minutes).

Fourth, not everyone (members of the press and public) may be able to access recordings of virtual School Board meetings due to technology limitations (e.g., no internet access). Albeit they may elect to be physically present, they should also be able to access the recordings of virtual School Board meetings if made available and if they so desire.

Fifth, not all portions of School Board meetings may be subject to recording. Certain presentations and the materials associated with those presentations (e.g., handouts) may not easily be included as part of any recording (or provided to everyone who is participating). Similarly, comments made by those in-person and/or on-line may not be recorded due to technology limitations (e.g., an individual who is in-person speaks without speaking into a microphone or a bad connection makes it hard to understand what someone on-line is saying). Ensuring that all materials and/or comments are part of any recording may require the District to make a significant investment in technology (significant technology upgrades as well as hiring personnel with specific expertise).

Sixth, if the District records virtual meetings and posts the recordings on the District's website, the District must ensure that the recordings are accessible to all (i.e., the recordings must be ADA compliant). This means that the District is obligated to provide certain accommodations, such as closed captioning, which may result in significant cost to the District. The District was recently audited by the Office for Civil Rights as to its website and is currently working to ensure compliance. This would be another situation where the District will be required to ensure compliance.

Dr. Melanie J. Oppor, Ph.D.

July 2, 2021

Page 4

Seventh, the District will be obligated to preserve the recordings for at least seven (7) years pursuant to Wisconsin's records retention requirements. Again, this may require the District make a significant investment in technology to ensure compliance.

### CONCLUSION

In light of the pandemic coming to an end, the District should move away from virtual School Board meetings (virtual only or hybrid). That being said, to the extent the District elects to continue with virtual School Board meetings (hybrid) for a short period of time moving forward, the District is not legally required to record said meetings and post the recordings to the District's website. The District need only record the Minutes and publish the proceedings. Not only is there no legal obligation to record School Board meetings and post the recordings on the District's website, there are a number of other reasons why the District should refrain from recording such meetings and posting the recordings on the District's website.

If after reviewing this letter, you should have any questions or require any further information as to this matter, please call.

Very truly yours,

Strang, Patteson, Renning, Lewis & Lacy, s.c.

Tony J. Renning



## School District of Manawa

To: Manawa Board of Education  
From: Dr. Melanie J. Oppor  
Date: July 15, 2021  
Re: Summer School 2021 – Fifth Grade Band Lessons

The purpose of this memo is to request approval to add fifth grade band lessons to the Summer School 2021 program. In a typical year, students entering fifth grade who have selected a band instrument would receive a series of introductory lessons to learn about their new instrument during the summer before starting grade 5 band. When the summer school proposal was put together for this year, it was not known if a new instrumental music teacher would be hired in time to offer such lessons.

Mr. Plekan, instrumental music teacher, would like to do three thirty-minute lessons with each of the fifteen students who have signed up to begin an instrument. These lessons would occur in August based on a mutually agreeable schedule with the parents of each student.

The lessons count in the total summer school instructional minutes reported to the Wisconsin Department of Public Instruction as part of the state funding formula. The position is paid through the summer school budget.

Thank you for your thoughtful consideration. Please do not hesitate to contact me should you have any questions.

---

**School District of Manawa**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

**Little Wolf High School  
Manawa Middle School**

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

**Manawa Elementary**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

**ManawaSchools.org**

/ ManawaSchools



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