

School District of Manawa

Board of Education Meeting Agenda

March 21, 2022



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(US) +1 518-551-0813 PIN: 982 668 387#

1. Call to Order – President Johnson – **6:00 p.m.** – MES Boardroom, 800 Beech Street
2. Adjourn to Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(e), Wis. Statutes, for the Purposes of: the conduct of other Board business whenever competitive or bargaining reasons require a closed session.
3. Reconvene in Open Session - **7:00 p.m.** – MES Boardroom, 800 Beech Street
Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)
4. Pledge of Allegiance
5. Roll Call
6. Verify Publication of Meeting
7. District Showcase: Brenda Suehs and Food Service Department - Breakfast Hero Award 2022 School Nutrition Team
8. Presentation:
 - a. Key Performance Indicators: Mr. Marzofka and Mrs. Krueger
 - i. Operation & Efficiencies and Engagement & Satisfaction:
 1. II.F. Technology Plan Update
 2. I.C. ISTE (Technology Standards for Students) Update
9. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
10. Consent Agenda
 - a. Approve Minutes of February 28, 2022 Regular Board Meeting and a March 1, 2022 Special Board Meetings
 - b. Treasurer’s Report: Approve Expenditures & Receipts
 - c. Donations:
 - i. Dairyland Seed and The Community Country Dinner Show \$250 donation to the Ag Program and \$250 to the Manawa FFA
 - ii. VFW Post 1037 \$500 donation to the Manawa FFA
 - d. Consider Resignation of Secondary Administrative Assistant as Presented
 - e. Consider Acceptance of Elementary Teacher Retirement as Presented
 - f. Consider Approval of a Title 1 Teacher as Presented
11. Any Item Removed from Consent Agenda

- a.
- b.
- 12. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
- 13. Correspondence: None
- 14. District Administrator's Report:
 - a. Student Council Representative - Olivia Santos
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. Curriculum Update
 - e. Retiring Board Member Thank You
- 15. School Operations Reports:
 - a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. MS / HS Principal: Highlights - Included in Board Packet
- 16. Business Related Reports:
 - a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
- 17. Director's Reports:
 - a. District Reading Specialist: Highlights - Included in Board Packet
 - b. Technology Director: Highlights - Included in Board Packet
- 18. Board Comments:
 - a.
 - b.
- 19. Committee Reports:
 - a. Finance Committee (Pethke)
 - i. Monthly Financial Summary - January
 - ii. Grant Summary
 - iii. Annual OPEB Report for 2021
 - iv. Consider Endorsement of Keeping the Fund 39 Fund Balance Local and Not Open a Separate Escrow Account
 - v. Consider Approval of Hiring Incentive for LWHS/MMS 2nd Shift Custodial Position
 - vi. Consider Approval of Wage Increase for LWHS/MMS Dean of Students Position
 - vii. Finance Committee Planning Guide
 - b. Buildings & Grounds (R. Johnson)
 - i. Discuss Plans to Upgrade Lighting in West MS/HS Parking Lot - Matt McGregor; Hoffman
 - ii. Discuss Technology Education (Woods & Metals) Duct Detector False Alarm Solutions - Matt McGregor; Hoffman

1. Prefilter racks were added
2. Eliminate duct detectors and rewire alarm through heat detectors only & shut airflow down
3. Other
- iii. Door Fob System Replacement
 1. Isonas
 2. LaForce
 3. Other
- iv. Lawn Care Weed & Feed Request for Proposal
- v. Schedule reseeding of new green spaces
- vi. Review Football Field Drainage Related to Track Upgrades
- vii. Review MES Playground Plan
- viii. Continue to Brainstorm and Prioritize 2022-23 Fiscal Year Projects as Presented
- ix. Secure Quotes for Added Long-Jump
- x. Update on Maintenance
 1. Gym (both) Floor Refinishing - Week of July 11
 2. New Mirrors in the Fitness Center
 3. Generator Annual Maintenance Contracts - Wolter
 4. 3CX Phone System
 5. MES Lighting Proposal
 6. MES Vinyl Tile
 7. MS/HS Library
 8. Review of Project Spreadsheet
 9. Other
- xi. Review of Buildings and Grounds Budget
- c. Policy & Human Resources Committee (J. Johnson)
 - i. Review, Discuss, and Endorse NEOLA Policy Updates Volume 31, No. 1 as Listed
 1. Overview and Comments
 2. PO0100 - Definitions
 3. PO0142.1 - Electoral Process
 4. PO0142.5 - Vacancies
 5. PO0144.5 - Board Member Behavior and Code of Conduct
 6. PO0152 - Officers
 7. PO0165.1 - Notice of Regular Meetings
 8. PO1421 - Criminal History Record Check and Employee Self-Reporting Requirement
 9. PO1460 - Physical Examination
 10. PO2210 - Curriculum Development
 11. PO2414 - Human Growth and Development

12. PO3121 - Criminal History Record Check and Employee Self-Reporting Requirements
 13. PO3122.01 - Drug-Free Workplace
 14. PO3160 - Physical Examination
 15. PO3340 - Grievance Procedure
 16. PO4121 - Criminal History Record Check and Employee Self-Reporting Requirements
 17. PO4122.01 - Drug-Free Workplace
 18. PO4160 - Physical Examination
 19. PO4340 - Grievance Procedure
 20. PO5113 - Open Enrollment Program
 21. PO5200 - Attendance
 22. PO5410 - Promotion, Placement, and Retention
 23. PO5461 - Children At-Risk of Not Graduating From High School
 24. PO5722 - School-Sponsored Publications and Promotions
 - a. Current Policy
 - b. Revised Policy
 - c. Tool Kit
 25. PO6108 - Authorization to Make Electronic Fund Transfers
 26. PO6114 - Cost Principles - Spending Federal Funds
 27. PO6146 - Post Issuance Tax Exempt Bond Compliance
 28. PO6152 - Student Fees, Fines, and Charges
 29. PO7100 - Facilities Planning
 30. PO8450 - Control of Casual - Contact Communicable Diseases
- ii. Review, Discuss, and Endorse NEOLA Administrative Guideline Updates
Volume 31, No. 1 as Listed
1. Overview and Comments
 2. AG1630.01 - FMLA Leave
 3. AG2260.02 - English Language Proficiency
 4. AG2271 - Early College Credit Program
 5. AG2411 - School Counseling
 6. AG2430 - District Sponsored Clubs and Activities
 7. AG2522.01 - Library Media Center - Support for Intellectual Freedom
 8. AG3120B - Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities
 9. AG3120.10 - Job Sharing
 10. AG3122.02 - Drug-Free Workplace
 11. AG3125 - Wisconsin Educator Licensing
 12. AG3160B - Tuberculosis Examination
 13. AG3231A - Participation in Political Activities
 14. AG3231B - Research and Publishing
 15. AG3430.01 - FMLA Leave
 16. AG4122.01 - Drug-Free Workplace
 17. AG4160B - Tuberculosis Examination

- 18. AG4231A - Participation in Political Activities
- 19. AG4430.01 - FMLA Leave
- 20. AG5111.01 - Homeless Students
- 21. AG5200 - Attendance
- 22. AG5330 - Administration of Medications
- 23. AG5460 - Graduation Requirements
 - a. District Specific
 - b. Integrate with Current Policy and Delete
- 24. AG5463 - Student and Credit Transfer from Nonpublic Schools
- 25. AG5517.01 - Bullying
- 26. AG5540 - Relationship with Governmental Agencies
- 27. AG5610 - Suspension and Expulsion
- 28. AG5722 - School-Sponsored Student Publications and Productions
- 29. AG5751 - Education and Services for School-Age Parents
- 30. AG5830 - Student Fund-Raising
- 31. AG6605 - Crowdfunding
- 32. AG6611 - Ticket Sales
- 33. AG7440.03 - Small Unmanned Aircraft Systems
- 34. AG7540.05 - Assistive Technology and Services
- 35. AG8320 - Personnel Records
- 36. AG8330 - Student Records
- 37. AG8600 - Transportation
- 38. AG8800D - Care, Custody, and Display of the United States Flag
- 39. AG9270 - Home-Based Private Education Students
- 40. AG9270A - Admission of Students from Nonapproved Schools
- 41. AG9700 - Fund-Raising by Charitable Organizations
- iii. Review, Discuss, and Endorse the Use of NEOLA Forms as Listed
 - 1. FM6605F1 - Crowdfunding Solicitation Project Proposal Form
 - 2. FM9160F1- Public Attendance at School Events
- iv. Review, Discuss, and Endorse PO2431 - Interscholastic Athletics
- v. Review, Discuss, and Endorse PO8510 Wellness
- vi. Review, Discuss, and Act on Teacher Request Regarding No Paraprofessional
- vii. Discuss and Act on Dean of Students Request for a Stipend Increase
- viii. Review the Revised Job Description for the MS/HS Administrative Assistant
- ix. Discuss Job Description and Title for Special Assignment Teachers and Secondary Resource Courses
- x. Policy & Human Resources Committee Planning Guide
- d. Ad hoc Safety Committee (Hollman)
 - i. Review and Revise District Safety Plan
 - 1. Add elements to the handbook as needed
 - 2. Include safety actions based on site tour
 - 3. Other
 - ii. Review MacNeil Environmental Safety (Mock OSHA Inspection) Report

- iii. Consider Creating Classroom Go Kits for the 2022-23 School Year
- iv. Other Issues of Concern to the District Ad hoc Safety Committee
- v. Prepare Recommendations for Board of Education

20. Unfinished Business:

- a. Consider Approval of Revised Policies as Listed Below:
 - i. PO9130 - Public Request, Suggestions, or Complaints as Presented
 - ii. PO2700.01 - School Performance and State Accountability Report Cards
 - iii. PO0167.3 - Public Comment at Board Meetings
 - iv. PO2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - v. PO5517 - Nondiscrimination and Anti-Harassment - Student Anti-Harassment

21. New Business:

- a. Consider Approval of One-Time Support Staff Stipend of \$250 (maximum) as Endorsed by the Policy and Human Resource Committee on January 31, 2022 using ESSER II Funds
- b. Consider Approval of Start College Now Fall 2022 as Presented
- c. Consider Approval of Keeping the Fund 39 Fund Balance Local and Not Open a Separate Escrow Account as Presented
- d. Consider Approval of Isonas Door Fob System Replacement as Presented
- e. First Reading of NEOLA Policy Updates Volume 31, No. 1 as Listed
 - i. PO0100 - Definitions
 - ii. PO0142.1 - Electoral Process
 - iii. PO0142.5 - Vacancies
 - iv. PO0144.5 - Board Member Behavior and Code of Conduct
 - v. PO0152 - Officers
 - vi. PO0165.1 - Notice of Regular Meetings
 - vii. PO1421 - Criminal History Record Check and Employee Self-Reporting Requirement
 - viii. PO1460 - Physical Examination
 - ix. PO2210 - Curriculum Development
 - x. PO2414 - Human Growth and Development
 - xi. PO3121 - Criminal History Record Check and Employee Self-Reporting Requirements
 - xii. PO3122.01 - Drug-Free Workplace
 - xiii. PO3160 - Physical Examination
 - xiv. PO3340 - Grievance Procedure
 - xv. PO4121 - Criminal History Record Check and Employee Self-Reporting Requirements
 - xvi. PO4122.01 - Drug-Free Workplace
 - xvii. PO4160 - Physical Examination
 - xviii. PO4340 - Grievance Procedure
 - xix. PO5113 - Open Enrollment Program
 - xx. PO5200 - Attendance

- xxi. PO5410 - Promotion, Placement, and Retention
 - xxii. PO5461 - Children At-Risk of Not Graduating From High School
 - xxiii. PO6108 - Authorization to Make Electronic Fund Transfers
 - xxiv. PO6114 - Cost Principles - Spending Federal Funds
 - xxv. PO6146 - Post Issuance Tax Exempt Bond Compliance
 - xxvi. PO6152 - Student Fees, Fines, and Charges
 - xxvii. PO7100 - Facilities Planning
 - xxviii. PO8450 - Control of Casual-Contact Communicable Diseases
- f. Consider Approval of NEOLA Administrative Guideline Updates Volume 31, No. 1 as Listed
- i. AG1630.01 - FMLA Leave
 - ii. AG2271 - Early College Credit Program
 - iii. AG2411 - School Counseling
 - iv. AG2430 - District-Sponsored Clubs and Activities
 - v. AG3120B - Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities
 - vi. AG3120.10 - Job Sharing
 - vii. AG3122.01 - Drug-Free Workplace
 - viii. AG3125 - Wisconsin Educator Licensing
 - ix. AG3160B - Tuberculosis Examination
 - x. AG3231A - Participation in Political Activities
 - xi. AG3231B - Research and Publishing
 - xii. AG4122.01 - Drug-Free Workplace
 - xiii. AG4160B - Tuberculosis Examination
 - xiv. AG4231A - Participation in Political Activities
 - xv. AG5111.01 - Homeless Students
 - xvi. AG5200 - Attendance
 - xvii. AG5330 - Administration of Medications
 - xxviii. AG5517.01 - Bullying
 - xix. AG5540 - Relationship with Governmental Agencies
 - xx. AG5610 - Suspension and Expulsion
 - xxi. AG5751 - Education and Services for School-Age Parents
 - xxii. AG5830 - Student Fund-Raising
 - xxiii. AG6605 - Crowdfunding
 - xxiv. AG7440.03 - Small Unmanned Aircraft Systems
 - xxv. AG7540.05 - Assistive Technology and Services
 - xxvi. AG8320 - Personnel Records
 - xxvii. AG8330 - Student Records
 - xxviii. AG8600 - Transportation
 - xxix. AG8800D - Care, Custody, and Display of the United States Flag
 - xxx. AG9270 - Home-Based Private Education Students
 - xxxi. AG9270A - Admission of Students from Nonapproved Schools
 - xxxii. AG9700 - Fund-Raising by Charitable Organizations
- g. Consider Approval of the Use of NEOLA Forms as Listed
- i. FM6605F1 - Crowdfunding Solicitation Project Proposal Form

- ii. FM9160F1- Public Attendance at School Events
 - h. Consider Approval of Law Firm Selection for Services beginning July 1, 2022
22. Next Meeting Dates:

- a. March 22, 2022 Curriculum Committee Meeting - 5:00 p.m.
- b. April 5, 2022 Special Board of Education Meeting - 6:00 p.m.
- c. April 11, 2022 Finance Committee Meeting - 6:00 p.m.
- d. April 12, 2022 Buildings and Grounds Committee Meeting - 4:30 p.m.
- e. April 19, 2022 Policy & Human Resources Committee Meeting - 6:00 p.m.
- f. April 21, 2022 WASB Region 7 New School Board Member Gathering - 7:00 p.m. Cesa 6 Oshkosh
- g. April 25, 2022 Regular Board of Education Meeting - 7:00 p.m.
- h. May 11, 2022 All-District Recognition & Appreciation Celebration - 2:30 p.m. LWHS/MMS

23. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(c), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility

1) Administrator Contracts

24. Board May Act on Items Discussed in Closed Session

25. 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 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.

Dear Superintendent Melanie Joy Oppor:

March 7-11th is National School Breakfast Week, an annual opportunity to celebrate our incredible school nutrition staff and their commitment to ensuring that students start their day ready to learn. We hope Manawa School District will join us.

March also marks two years since the pandemic outbreak saw schools across Wisconsin balance virtual, in-person, and hybrid learning models. Despite ongoing challenges with the pandemic, supply chain issues, and staffing shortages, school nutrition departments continue to demonstrate impressive adaptability and pivot when necessary to meet students' needs.

Wisconsin's school nutrition directors and their teams are true heroes and have been on the frontlines since day one. This week, we are writing with a request: **will you help us celebrate them?**

Inside this box is a "Breakfast Hero" plaque engraved with your district's name. We would be honored if you could present the plaque to your school nutrition staff and pass along our gratitude for their tireless commitment to food access and educational equity.

The method is up to you: maybe you could share the award in the cafeteria during breakfast or lunch time, celebrate school nutrition teams during morning announcements, or present the plaque during a public gathering.

We'd love to recognize your school nutrition staff on our websites and social media channels. Please consider taking a photo with your school nutrition staff and the #PoweredByBreakfast sign included in this box. You can send the pictures to dpsbp@dpi.wi.gov.

Lastly, thank you for all you regularly do to support, amplify, and celebrate the important work of your school nutrition teams. Our kids, and our communities, are stronger because of it.

Happy National School Breakfast Week!

Thank you,



**If there are any issues with the spelling or name on your plaque, please let us know and we will send a replacement.*



School District of Manawa

Technology Standards & Skills



SDM Technology Standards & Skills – Implementation

- ◆ Three-years Implementation Process:
 - ◆ 2021-2022: 1 - Empowered Learner
2 - Digital Citizen
 - ◆ 2022-2023: 1 & 2, plus 3 - Knowledge Constructor
6 - Creative Communicator
 - ◆ 2023-2024: 1, 2, 3 & 6, plus 4 - Innovative Designer
5 - Computational Thinker
7 - Global Collaborator



What's Been Done

2021 - 2022



1 - Empowered Learner

Students leverage technology to take an active role in setting goals, working toward achieving them, and demonstrating their learning.

Use It

Use It

Empowered Learner

Use It

Kindergarten:

- ◆ Can Login to Chromebooks using Password (1.8, 1.9, 1.10, 1.11, 1.17, 1.29, 1.30)
- ◆ Introduction to Seesaw (1.8, 1.9, 1.10, 1.11, 1.26, 1.29)
- ◆ Discussed & demonstrated Toolbar (1.36)
- ◆ Animals that Hibernate Research Project in Library (1.8, 1.9, 1.10, 1.11, 1.29, 1.30, 2.21)





Use It

Empowered Learner

Use It

1st Grade:

- ◆ Animal Habitat Research
Project in Library (1.8, 1.9, 1.10,
1.11, 1.29, 1.30, 2.21)





Use It

Empowered Learner

Use It

2nd Grade:

- ◆ Keyboarding with letters and special characters when using reading & math enrichment programs (1.1 & 1.5)
- ◆ Chromebook basics covered when first handed out (1.8, 1.9, 1.10)
- ◆ Using Seesaw & Teacher selected Websites (1.26 & 1.29)
- ◆ If Sharks Disappeared Research Project in Library (1.8, 1.9, 1.10, 1.11, 1.29, 1.30, 2.21)



Use It

Empowered Learner

Use It

3rd Grade:

- ◆ Utilize Kahoot, Bamboozled, & Quizizz to review the Dewey Decimal System each week during that unit in library class.

When did the first cornea transplant take place?

Kahoot!

1905

1888

1912

1942

What is the name of this animal?

Bird

Rattlesnake

Bear

Shark

Team 1		Team 2	
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16



Use It

Empowered Learner

Use It

4th Grade:

- ◆ Keyboarding skills address using NitroType & Typetastic (1.1 - 1.6)
- ◆ Use of menus, keyboard shortcuts, file management, and digital learning all addressed through writing projects (1.13, 1.14, 1.18 - 1.21, 1.26, 1.30)
- ◆ Introduction to Google Classroom lessons in library class (1.9, 1.10, 1.11, 1.12, 1.26, 1.27, 1.31)
- ◆ Google Slideshow about the US (1.33 - 1.41, 1.43)
- ◆ As problems arise, students shown ideas to troubleshoot (1.49 - 1.52)



Use It

Empowered Learner

Use It

5th Grade:

- ◆ Keyboarding skills address using NitroType & Typing.com (1.1 - 1.6)
- ◆ Checking district email, opening up Google Classroom for homeroom, specials classes, & clubs, etc. (Padlet, Jamboard, Kahoot, quizizz) (1.7 - 1.13)
- ◆ Completing assignments in Google Classroom and marking them as done (1.26 - 1.31)
- ◆ Batman Minion Google Drawing/Batman Minion Narrative Writing Unit: Google Docs (1.32, 1.35, 1.36, 1.49)



Use It

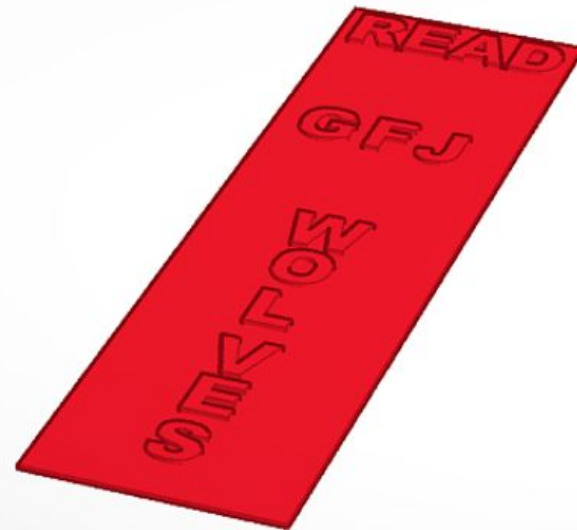
Empowered Learner

Use It

5th Grade:

- ◆ Author Study in Library Class - research an author, create an author trading card in Buncee & write a letter/email to an author. (1.13, 1.14, 1.32, 1.35, 1.38, 1.43, 2.20, 2.21, 2.22)
- ◆ Tinkercad 3D Design & Printing - learned the basics and designed a bookmark to be printed (1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.18, 1.22, 1.25, 1.36, 2.23)

Amy Krouse Rosenthal



Pea.
2005





Use It

Empowered Learner

Use It

6th Grade:

- ◆ African-American History Month Banner Project using Buncee during Library class (1.18, 1.25, 1.26, 1.30, 1.31, 1.32, 1.35, 1.36, 1.38, 1.44)

Gwendolyn Elizabeth Brooks

BIRTH June 7, 1917 Topeka, Kansas		 DEATH December 3, 2000 Chicago, Illinois
<p><i>"I believe that we should all know each other, we human carriers of so many pleasurable differences."</i></p>		
FAMILY MARRIED HENRY BLAKELY IN 1939 TWO CHILDREN HENRY NOBA 	AWARDS/HONORS 1950 - PULITZER PRIZE FOR "ANNIE ALLEN" 1963 - ILLINOIS POET LAUREATE 1985 - LIBRARY OF CONGRESS POET LAUREATE 1995 - NATIONAL MEDAL OF ARTS	OBSTACLES DURING HER LIFETIME, SHE FACED: - RACISM - POVERTY - PREJUDICE AND OVERCAME THEM!
1930 "I WOULD LOVE TO BE AT THE 'L' STORE" 1934 "PUBLISHING EXPERIMENTALIST" 15 POEMS BY HER!!	1945 "I WOULD LOVE TO BE AT THE 'L' STORE" 1949 "I WOULD LOVE TO BE AT THE 'L' STORE" "I WOULD LOVE TO BE AT THE 'L' STORE"	1972 "I WOULD LOVE TO BE AT THE 'L' STORE" 1985 "I WOULD LOVE TO BE AT THE 'L' STORE" "I WOULD LOVE TO BE AT THE 'L' STORE"

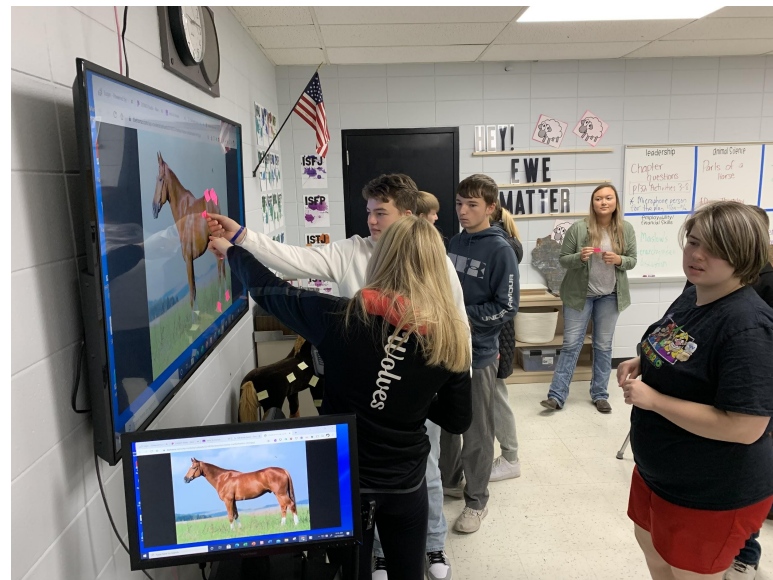
Use It

Empowered Learner

Use It

High School:

- ◆ All Classes:
 - ◆ Evaluate and select online applications for appropriate use (1.46)
 - ◆ Be self-reliant in searching for solutions to technical problems (1.52)





2 - Digital Citizen

Students recognize the rights, responsibilities, and opportunities of living, learning and working in an interconnected digital world and they act in ways that are safe, legal and ethical.

Protect It



Protect It

Digital Citizen

Protect It

2nd Grade:

- ◆ Discussed how technology has changed and impacted us as part of a Social Studies unit on Communities.



Protect It

Digital Citizen

Protect It

4th Grade:

- ◆ Basic digital citizenship was covered when the chromebooks were distributed and any time a new website is used in class (2.1 - 2.4, 2.7 - 2.8)
- ◆ Discuss empathy in regards to cyberbullying when issues arise (2.18)
- ◆ Evaluated sources and discussed copyright as part of US States Google Slides project. (2.20 - 2.21)

The State Location

The states that touch and surround Wyoming:
Colorado, Nevada, South Dakota, Montana, Idaho, and Utah

The Nickname of Wyoming:
"Equality State" or "Cowboy State"

State Motto: Equal Rights The Abbreviation of Wyoming: WY.

The Population of Wyoming:
582,328

5th Grade:

- ◆ Reading/Writing: Debatable Research Topic: Bend 1: Chocolate Milk For/Against in schools (whole group teach/individual work); Bend 2: Group Project Topic (teamwork/individual writing) (2.20 - 2.22)

Chocolate Milk
By: Anya

I bet you didn't know that chocolate milk has vitamins and calcium in it? If you've ever looked at the sugar count on a can of soda or a power drink, let's just say there's a lot of sugar. Chocolate milk, on the other hand, has less sugar than soda or a power drink.

Say YES to Chocolate milk!!!

Vitamins and Calcium!

Low on fat WOW!

Other drinks compared to chocolate milk.

I ❤️ Chocolate Milk

Chocolate Milk

SODA

created on bubee

Chocolate milk helps give kids the dairy they need. The article "Nutrition in Disguise" Says that kids drink chocolate milk because it tastes great. Kids LOVE flavored milk more than non-flavored milk. I strongly believe they should have chocolate milk because they love flavored milk. All in All, chocolate milk is



Protect It

Digital Citizen

Protect It

6th Grade:

- ◆ Badgerlink Resources Unit in Library Class (2.20 - 2.22)



Protect It

Digital Citizen

Protect It

High School:

- ◇ Employability/Financial Skills
 - ◇ Building a positive digital footprint or reputation (guest speaker, LinkedIn lesson, other lessons)
 - ◇ Set appropriate profile pictures (Email footer, LinkedIn lesson, interviewing skills)
 - ◇ Actively monitor personal content (Google Yourself, Cybersecurity, Credit Score)
- (2.10 - 2.12)





Things to Come

2021 - 2022



Protect It

Digital Citizen

Protect It

5K - Grade 6:

- ◆ During library class, utilization of Common Sense Media Digital Citizenship lesson to address all areas of digital citizenship.
(2.1 - 2.23)

digital footprint
media balance
cyberbullying
online privacy communication
news & media literacy



What's Next

2022 - 2023



3 - Knowledge Constructor

Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts, and make meaningful learning experiences for themselves and others.

Find It



6 - Creative Communicator

Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goal.

Share It

Minutes of a February 28, 2022 School District of Manawa Regular Board of Education Meeting

Call to Order – President Johnson – 7:00 p.m. – MES Boardroom, 800 Beech Street

Pledge of Allegiance

Roll Call - Hollman, Reierson, Griffin, R. Johnson, J. Johnson, and Jepson. Pethke joined at 7:13 p.m.

Verify Publication of Meeting - Dr. Oppor verified

Presentations: Mid-Year Academic Data Review - The principals compared reading and math scores of the grade levels from fall to winter. Ms. Brauer reports seeing growth mid-year at the elementary - some may be larger growth while others are slight. The middle school students are showing similar data as the fall. STAR is a one-day snapshot where iReady will be more of a true assessment. Mr. Wolfram is looking forward to the new assessment tool next year. 41 of 59 juniors took a practice ACT in February - Manawa averaged a score of 20 for ELA, math and composite. The state average was lower. They look forward to spring scores to see continued growth.

Overview of Staff & Program Changes/ESSER III Proposal - Business Manager - The reductions have been known and planned for the last 2 years which would have impacted staff. Esser III funds came along which reduced the amount needed to be cut. They are able to keep staff without a reduction for SY 2022/23. The plan is to use 100% of ESSER III funds for staffing.

Announcements: Contributions to the District - 2021 Denim December Donations - MES \$90 and MMS/LWHS \$160 totaling \$250 for the Urgent Needs Fund, Ellen Connor donation \$50 to the Art Club for helping the Sturm Memorial Library during the Miracle on Bridge Street event, Manawa and Waupaca Lions Clubs donated two vouchers for a free eye exam and glasses for two SDM students in need, The Crayon Project donated 12 boxes of multicultural crayons through their grant program, and Russ Johnson/Cargill donation of neon safety hats, vests and gloves for emergency response/safety use. Other Contributions - none.

Approved by Consent -

Minutes of January 17, 2022 Board Meeting, a February 21, 2022 Special Board Meeting and Public Listening Session, Donations: 2021 Denim December Donations - MES \$90 and MMS/LWHS \$160 totaling \$250 for the Urgent Needs Fund, Ellen Connor donation \$50 to the Art Club for helping the Sturm Memorial Library during the Miracle on Bridge Street event, Manawa and Waupaca Lions Clubs donated two vouchers for a free eye exam and glasses for two SDM students in need, The Crayon Project donated 12 boxes of multicultural crayons through their grant program, Russ Johnson/Cargill donation of neon safety hats, vests and gloves for emergency response/safety use, Acceptance of Baseball Coaches as Presented, Acceptance of

HS Track Coaches as Presented, Acceptance of MS Track Coaches as Presented, and Approval of Student Council Overnight Field Trip as Presented

Any Item Removed from Consent Agenda - Reierson requested Treasurer's Report: Approve Expenditures & Receipts be removed from the consent agenda.

Motion by Reierson / R. Johnson to approve the Treasurer's Report - Expenditures \$67,103.13 & Receipts \$1,727,531.44 as Presented. Motion carried.

Jepson would like Acceptance of Softball Coaches as Presented removed from the consent agenda. Motion by Jepson / Griffin to accept the Softball Coaches as Presented. Motion carried.

Public Comments: None

Correspondence: None

Board Recognition: Process Under Review

District Administrator's Report:

Student Council Representative - Emma Riske reported on Valentine's Day they sold strawberry shakes which was very successful and they plan to do the same for St. Patrick's Day. On April 3 & 4, they are attending the State Student Council Conference. It will be the first time since 2019 since they were able to attend. The pet supply drive was extended because they didn't receive as many donations as they hoped. Legislative Update, Monthly Enrollment Update, Curriculum Update - pilot for the iReady program that could replace STAR next year that includes an interactive lesson design for the student based on their standards. There is also an adaptive test model which means the more correct answers, the higher the test will take them. It has lesson samples for teachers. The committee also needs to review new science and social studies materials, especially AP materials. COVID-19 Update - no cases the past couple of weeks. DHS is ending the weekly meetings. February 15, 2022 Primary Results and Election Update - Stephanie Riske and Nicole Rineck will be moving onto the April election for the full district seat.

School Operations Reports: ES Principal / Special Education Director: Highlights, and MS / HS Principal: Highlights - Included in Board Packet

Business Related Reports: Highlights - Included in Board Packet, and Kobussen Transportation Report

Director's Reports: District Reading Specialist: Highlights, and Technology Director: Highlights - Included in Board Packet

Board Comments: Jepson and Reiersen talked about not seeing an item brought forward pertaining to compensation for staff who had to cover paraprofessional support when there were no subs available. This item was discussed at the Finance committee but two of the members could not vote so it was to be brought to the full board without a recommendation from the Finance Committee. This will have to be added to a future agenda.

Reiersen noted a couple of months ago a citizen asked about opening up the bubblers. She asked if anything had been done with those. Dr. Oppor said no, water bottle fillers are still the best option. Reiersen asked if there was any code regarding those and a fresh water supply. She would like the administration to check into that to see if they are in compliance.

Reiersen noted she didn't see a safety report from McNeil Consulting about the high school/middle school's most recent walk-through. Mr. Wolfram said there were no issues at that building. Dr. Oppor will check with McNeil Consulting to confirm that there were no safety issues at that building.

Committee Reports: Minutes of a Curriculum Committee, Finance Committee, Buildings & Grounds, two Policy & Human Resources Committees, and Ad hoc Safety Committee were included in the Board Packet.

Unfinished Business:

Motion by Griffin / Reiersen to Approve Revised PO5460 - Graduation Requirements as Presented. Motion carried.

Motion by R. Johnson / Pethke to Approve of Revised PO8500 - Food Services as Presented. Motion carried.

Revisit - Consider Approval to Authorize the District Administrator to Close School as Needed for Staff Mental Health Day now through February 28, 2022. (Continuation not recommended.) No action taken.

Revisit - Consider Approval of Professional Staff the ability to leave early on Friday's, no earlier than 3:00 p.m., now through February 28, 2022 after all students have left their care safely. (Continuation - no opinion.) Motion by Jepson/ Griffin to Approve of Professional Staff the ability to leave early on Friday's, no earlier than 3:00 p.m., now through the end of the school year after all students have left their care safely. Motion carried. R. Johnson abstained.

Revisit - Consider Approval of Compensation to Teachers and Administrators who double-up classes at \$120 per day, \$60 per half day, or \$20 per teaching hour, compensation retroactive to the start of this school year through February 28, 2022. (Continuation recommended due to

ongoing staffing shortages not related to COVID-19.) Motion by Griffin / Pethke to Approve of Compensation to Teachers and Administrators who double-up classes at \$120 per day, \$60 per half day, or \$20 per teaching hour, compensation retroactive to the start of this school year through the end of the school year. Motion carried. R. Johnson abstained.

New Business:

Motion by Griffin / R. Johnson to Approve of Proceeding with Purchase of Rubberized Track. Motion carried. The long jump runway will go back to Buildings and Grounds Committee for bids.

Motion by Jepson / Reierson to Approve Proceeding with Purchase of an ADA Accessible Portable Graduation Stage up to \$30,000 using the Fund Balance. Motion carried.

Motion by R. Johnson / Jepson to Table the Approval of the MES Playground Equipment up to \$150,000 to be sent back to Buildings and Grounds Committee. No vote was taken as Hollman called the question. The question is: to Approve Proceeding with a Purchase of MES Playground Equipment up to \$150,000 as presented. 7 ayes, 0 nays. Motion carried.

Motion by Griffin / Pethke to Approve of Youth Adult (YA) Materials Access Form as Presented. Motion carried.

Motion by Reierson / Pethke to Approve of Library Materials Reconsideration Form as Presented. Motion carried.

Motion by Jepson /R. Johnson to Approve of PO9130 - Public Request, Suggestions, or Complaints as Presented. Motion carried.

Consider Approval of Revised Policies as Listed Below:

- i. PO0144.5 - Board Member Behavior and Code of Conduct
- ii. PO2700.01 - School Performance and State Accountability Report Cards.
- iii. PO0167.3 - Public Comment at Board Meetings
- iv. PO2431 - Interscholastic Athletics
- v. PO2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
- vi. PO5517 - Nondiscrimination and Anti-Harassment - Student Anti-Harassment

Jepson requested to remove PO0144.5 Board Member Behavior and Code of Conduct and PO2431 - Interscholastic Athletics for clarification.

Motion by Reierson / Griffin to Approve the Revised Policies - PO2700.01 - School Performance and State Accountability Report Cards, PO0167.3 - Public Comment at Board Meetings, PO2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, and PO5517 - Nondiscrimination and Anti-Harassment - Student Anti-Harassment as Presented. Motion carried.

Motion by Jepson / R. Johnson to Approve Revised PO0144.5 - Board Member Behavior and Code of Conduct as Presented. Motion carried.

Motion by Jepson / Reiersen to Table PO2431 - Interscholastic Athletics. Motion carried.

Consider Approval of NEOLA Administrative Guideline Updates Volume 30, No. 2 + Special Update as Listed Below:

- i. AG1422 - Nondiscrimination and Equal Employment Opportunity (Deletion)
- ii. AG1623 - Nondiscrimination and Anti-Harassment Section 504 ADA Prohibition Against Disability Discrimination in Employment
- iii. AG2260 - Nondiscrimination and Access to Equal Educational Opportunity (Deletion)
- iv. AG2260.01A - Nondiscrimination and Anti-Harassment Section 504/ADA Prohibition Against Discrimination Based on Disability, Including Procedures for the Identification, Evaluation, and Placement of Students Suspected of Having a Disability, and the Right to FAPE
- v. AG3122 - Nondiscrimination and Equal Employment Opportunity (Deletion)
- vi. AG3123 - Nondiscrimination and Anti-Harassment Section 504/ADA Prohibition Against Disability Discrimination in Employment
- vii. AG3160A - Physical Examination
- viii. AG3421A - Important Notice of Employees Right to Documentation of Health Coverage (Deletion)
- ix. AG4122 - Nondiscrimination and Equal Employment Opportunity (Deletion)
- x. AG4123 - Nondiscrimination and Anti-Harassment Section 504/ADA Prohibition Against Disability Discrimination in Employment
- xi. AG4160A - Physical Examination
- xii. AG4421A - Important Notice of Employees Right to Documentation of Health Coverage (Deletion)
- xiii. AG5111 - Admission to the District
- xiv. AG5112A - Admission to Kindergarten
- xv. AG5113 - Admission of Students Participating Under Open Enrollment
- xvi. AG5600A - Student Discipline (Deletion)
- xvii. AG8405A - Use of Animals in the Classroom and on School Premises
- xviii. AG5320 - Immunization of Students in School
- xix. AG2240 - Controversial Issues in the Classroom
- xx. AG2260.01B - Nondiscrimination and Anti-Harassment Section 504/ADA Parents Procedural Rights Including Due Process Hearing
- xxi. AG2440 - Summer School
- xxii. AG3362.01 - Nondiscrimination and Anti-Harassment Reporting Threatening Behaviors
- xxiii. AG8390 - Use of Animals in the Classroom and on School Premises
- xxiv. AG8450 - Management of Casual Contact Diseases

Motion by Reiersen / Jepson to Approve of NEOLA Administrative Guideline Updates Volume 30, No. 2 + Special Update as Listed above. Motion carried.

Motion by Jepson / Hollman to Approve of Safe Return to In-Person Instruction and Continuity of Services Plan as Presented. Motion carried.

Motion by R. Johnson / Hollman to Approve of Budget Implications of Staff & Program Changes and ESSER III Funding Allocation as Presented. Motion carried.

Motion by Pethke / R. Johnson to Approve of Waupaca County On-Site Flu Clinics for Fall 2022-23. Motion carried.

Motion by Jepson / Reiersen to Approve of Board Recognitions to be Renamed to District Showcase to be Determined by the Administrative Team and Announced Prior to Presentations at the Beginning of the Regular Monthly Board Agenda. Motion carried.

Motion by Pethke / Jepson to Approve of Summer School 2022 Booklet as Presented. Motion carried.

Motion by Griffin / Hollman to Approve of Summer School 2022 Staffing as Presented. Motion carried.

Motion by Johnson/ Pethke to Approve of ACT Aspire Spring Testing Proposal as Presented. Motion carried.

Motion by Pethke / Jepson to Approve of ACT Testing Proposal as Presented. Motion carried.

Motion by Hollman / R. Johnson to Approve of Middle School State Track Meet as Presented. Motion carried.

Motion by Pethke / R. Johnson to Approve of the 2022-2023 School Year Calendar as Presented. Motion carried.

Next Meeting Dates: March 1, 2022 Special Board of Education Meeting - 5:30 p.m.
March 2, 2022 Ad hoc Recognition Committee - 4:30 p.m., March 3, 2022 Buildings and Grounds Committee - 4:30 p.m., March 14, 2022 Finance Committee Meeting - 6:00 p.m.
March 15, 2022 Curriculum Committee Meeting - 5:00 p.m., March 15, 2022 Policy and Human Resources Committee Meeting - 6:00 p.m., March 17, 2022 Ad hoc Safety Committee Meeting - 5:30 p.m., March 21, 2022 Regular Board of Education Meeting - 7:00 p.m.

Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c) and (f), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility
Discussing the Employment Status of Employees 1) To confer with the School Board as to a pending personnel matter involving a district employee; 2) Administrator Evaluation

Motion by Jepson / Reiersen to move into closed session. The time was 9:58 p.m. Motion carried.

Board May Act on Items Discussed in Closed Session

Present: Reiersen, Griffin, Johnson, J. Johnson, Pethke, Hollman, and Jepson

Motion by Griffin/Johnson to adjourn closed session and move into open session at 10:29 p.m.

Motion to adjourn open session by Jepson/Pethke at 10:30 p.m. Motion carried.

Present: Reiersen, Griffin, Johnson, J. Johnson, Pethke, Hollman, Jepson

Recorder Stephanie Flynn

Recorder Bobbi Jo Pethke

Minutes of a March 1, 2022 School District of Manawa Special Board of Education Meeting

Call to Order – President Johnson – 5:56 p.m. – MES Board Room, 800 Beech Street

Pledge of Allegiance

Roll Call- Griffin, Reierson, Pethke and J. Johnson via phone, arrived at 6:25 p.m. Hollman, R. Johnson and Jepson absent

Verify Publication of Meeting - Dr. Oppor verified

Discuss Interview Process

Public Comment: None

Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(e), Wis. Statutes, for the Purposes of: the conduct of other Board business whenever competitive or bargaining reasons require a closed session.

Motion by Reierson / Griffin to move into closed session at 5:58 p.m. 3 ayes, 1 abstained.
Motion carried.

Board May Act on Items Discussed in Closed Session - Selection of Law Firm for Services beginning July 1, 2022

Motion by Reierson / Griffin to adjourn closed session at 9:20 p.m. Roll Call - Griffin, Reierson, Pethke and J. Johnson

Next Meeting Dates:

March 2, 2022 Ad hoc Recognition Committee - 4:30 p.m.

March 3, 2022 Buildings and Grounds Committee - 4:30 p.m.

March 14, 2022 Finance Committee Meeting - 6:00 p.m.

March 15, 2022 Curriculum Committee Meeting - 5:00 p.m.

March 15, 2022 Policy and Human Resources Committee Meeting - 6:00 p.m.

March 17, 2022 Ad hoc Safety Committee Meeting - 5:30 p.m.

March 21, 2022 Regular Board of Education Meeting - 7:00 p.m.

Motion by Griffin / Pethke to adjourn at 9:21 p.m.

Bobbi Jo Pethke, Recorder

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
83154	TEACHER SYNERGY, LLC	JPAP02	02/25/2022	3RD GRADE TEACHERS PAY TEACHERS CONTINGENCY	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIAT ED CURRICULUM	1012200024	15.39
						Totals for 83154	15.39
83157	SILVER LAKE LANES	JPAP03	03/02/2022	BASKETBALL ATHLETIC BANQUET 4 COACHES @ \$15	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOLLEYBALL	0	60.00
						Totals for 83157	60.00
83158	ASCD	JPAP03	03/04/2022	PROFESSIONAL MEMBERSHIP - DR. MELANIE OPPOR	GENERAL FUND/EMPLOYEE DUES AND FEES/OFFICE OF SUPERINTENDENT	8002200068	239.00
						Totals for 83158	239.00
83159	CASH	JPAP03	03/04/2022	MES PETTY CASH	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	152.97
						Totals for 83159	152.97
83160	CERVENY, LARISSA	JPAP03	03/04/2022	BOYS VARSITY BASKETBALL OFFICIAL ON 3/1/22 VS MISHICOT	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	80.00
						Totals for 83160	80.00
83162	COMMUNITY INSURANCE	JPAP03	03/04/2022	ADDITIONAL INS ENDORSEMENT - SD/#2 THIRD BASE VENTURES, LLC	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	25.00
						Totals for 83162	25.00
83163	DEMCO INC	JPAP03	03/04/2022	Color-tinted labels for genrefication of the fiction and everybody sections of the library.	GENERAL FUND/GENERAL SUPPLIES/SCHOOL LIBRARY	1012200111	457.67
						Totals for 83163	457.67
83165	ENGELHARDT DAIRY OF	JPAP03	03/04/2022	LWJSHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	83.18
83165	ENGELHARDT DAIRY OF	JPAP03	03/04/2022	LWJSHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	197.65
83165	ENGELHARDT DAIRY OF	JPAP03	03/04/2022	MES MILK PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	318.40
						Totals for 83165	599.23
83167	IMPACT APPLICATIONS,	JPAP03	03/04/2022	SCHOOL ADDITIONAL POST-INJURY ONLINE ADDITIONAL POST INJURY TESTSPOR THE IMPACT ONLINE SOFTWARE (10 @ \$12.50)	GENERAL FUND/PERSONAL SERVICES/GENERAL ATHLETICS	0	125.00
						Totals for 83167	125.00
83168	INTEGRATED SYSTEMS C	JPAP03	03/04/2022	SKYWARD HOSTING SERVICES	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002200032	360.00
						Totals for 83168	360.00
83170	JOSTENS INC.	JPAP03	03/04/2022	HUNTER SUEHS	GENERAL FUND/OTHR REVENUE FROM LOCAL SOURCE/DISTRICT	0	5.80

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					WIDE		
					Totals for 83170		5.80
83173	MULTI MEDIA CHANNELS	JPAP03	03/04/2022	2022 FFA	GENERAL	0	67.00
					FUND/PRINTING AND BINDING/INFORMATION		
					Totals for 83173		67.00
83175	NASSCO, INC	JPAP03	03/04/2022	LWHS/MMS CUSTODIAL SUPPLIES	GENERAL	0	338.33
					FUND/GENERAL SUPPLIES/OPERATION		
83175	NASSCO, INC	JPAP03	03/04/2022	LWHS/MMS CUSTODIAL SUPPLIES	GENERAL	0	255.23
					FUND/GENERAL SUPPLIES/OPERATION		
83175	NASSCO, INC	JPAP03	03/04/2022	MES CUSTODIAL SUPPLIES	GENERAL	0	158.04
					FUND/GENERAL SUPPLIES/OPERATION		
					Totals for 83175		751.60
83178	PERFORMANCE FOODSERV	JPAP03	03/04/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	173.19
					FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES		
83178	PERFORMANCE FOODSERV	JPAP03	03/04/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	1,570.79
					FUND/FOOD/FOOD SERVICES		
83178	PERFORMANCE FOODSERV	JPAP03	03/04/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	255.03
					FUND/FOOD/FOOD SERVICES		
83178	PERFORMANCE FOODSERV	JPAP03	03/04/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	148.41
					FUND/GENERAL SUPPLIES/OPERATION		
83178	PERFORMANCE FOODSERV	JPAP03	03/04/2022	USDA COMMODITY ORDER	FOOD SERVICE	0	39.60
					FUND/FOOD/FOOD SERVICES		
					Totals for 83178		2,187.02
83180	SCHOOL SPECIALTY LLC	JPAP03	03/04/2022	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4002200281	49.81
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
83180	SCHOOL SPECIALTY LLC	JPAP03	03/04/2022	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4002200281	37.57
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
					Totals for 83180		87.38
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	GENERAL	8002200025	0.00
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	GENERAL	8002200025	0.00
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	GENERAL	8002200025	0.00
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	SPECIAL EDUCATION	8002200025	148.24
					FUND/TELEPHONE AND TELEGRAPH/PUBLIC		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200025	0.00
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200025	375.87
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200025	751.74
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200025	494.56
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	8002200025	0.00
83181	SOLARUS	JPAP03	03/04/2022	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200025	356.09
						Totals for 83181	2,126.50
83183	TEACHER SYNERGY, LLC	JPAP03	03/04/2022	3RD GRADE TEACHERS PAY TEACHERS CONTINGENCY	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIATED CURRICULUM	1012200024	59.43
						Totals for 83183	59.43
83184	THEDACARE AT WORK	JPAP03	03/04/2022	DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	189.00
83184	THEDACARE AT WORK	JPAP03	03/04/2022	DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE (A. SANCHEZ & T. ZIRBEL)	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	378.00
						Totals for 83184	567.00
83187	UNIFIRST CORPORATION	JPAP03	03/04/2022	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	41.66
83187	UNIFIRST CORPORATION	JPAP03	03/04/2022	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	31.42
83187	UNIFIRST CORPORATION	JPAP03	03/04/2022	MES MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	27.94
						Totals for 83187	101.02
83189	WEX BANK - GLOBAL FL	JPAP03	03/04/2022	ALL OTHER FUEL	GENERAL FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS	0	192.32
						Totals for 83189	192.32
83190	WI DEPT OF JUSTICE	JPAP03	03/04/2022	BACKGROUND CHECKS -FEBRUARY	GENERAL	0	56.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				(8 @ \$7)	FUND/PERSONAL SERVICES/OTHER STAFF SERVICES		
					Totals for 83190		56.00
83191	WILD VINE, LLC	JPAP03	03/04/2022	FLOWERS - BOYS BASKETBALL PARENT'S & SENIOR NIGHT	GENERAL FUND/GENERAL SUPPLIES/BOYS BASKETBALL	0	50.00
					Totals for 83191		50.00
83192	AED PROFESSIONALS	JPAP03	03/10/2022	Zoll AED Plus with needed accessories	GENERAL FUND/EQUIP/VEHICLE ADDITION/HEALTH	1012200122	1,534.29
					Totals for 83192		1,534.29
83196	CENTURY LINK	JPAP03	03/10/2022	Century Link monthly bill	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200017	56.38
					Totals for 83196		56.38
83197	DIVERSIFIED BENEFIT	JPAP03	03/10/2022	MARCH HRA ADMINISTRATIVE SERVICES & MAILINGS	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	263.94
					Totals for 83197		263.94
83198	E O JOHNSON CO., INC	JPAP03	03/10/2022	COPIER PAYMENT	GENERAL FUND/COMMUNICATION/A DMINISTRATIVE TECHNOLOGY SERV	8002200030	2,552.08
					Totals for 83198		2,552.08
83199	KOBUSSEN BUSES LTD	JPAP03	03/10/2022	FEBRUARY 2022 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET	0	45,995.74
83199	KOBUSSEN BUSES LTD	JPAP03	03/10/2022	FEBRUARY 2022 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS	0	4,136.50
83199	KOBUSSEN BUSES LTD	JPAP03	03/10/2022	FEBRUARY 2022 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	541.62
83199	KOBUSSEN BUSES LTD	JPAP03	03/10/2022	FEBRUARY 2022 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	5,282.28
83199	KOBUSSEN BUSES LTD	JPAP03	03/10/2022	FEBRUARY 2022 BUS CHARGES	COMMUNITY SERVICE FUND/TRAVEL-CONTRACT ED SERVICE/OTHER	0	1,019.02

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					COMMUNITY SERVICES		
					Totals for 83199		57,165.08
83200	NASCO EDUCATION	JPAP03	03/10/2022	NANCY ZABLER CLASSROOM SUPPLIES	GENERAL	2002200023	5.55
					FUND/GENERAL SUPPLIES/ART		
					Totals for 83200		5.55
83201	REALLY GOOD STUFF, L	JPAP03	03/10/2022	Chapter Book Bins	GENERAL	1012200113	146.04
					FUND/NON-CAPITAL EQUIPMENT/SCHOOL LIBRARY		
					Totals for 83201		146.04
83202	REMINGTON'S QUALITY	JPAP03	03/10/2022	FOOD CONTINGENCY	SPECIAL EDUCATION	272200007	100.00
					FUND/FOOD/MULTI-CATEGORICAL		
83202	REMINGTON'S QUALITY	JPAP03	03/10/2022	FOOD CONTINGENCY	SPECIAL EDUCATION	272200008	11.12
					FUND/FOOD/MULTI-CATEGORICAL		
					Totals for 83202		111.12
83203	S & S EXCAVATING	JPAP03	03/10/2022	25 TON OF SALT @ 110/TON	GENERAL	0	2,750.00
					FUND/GENERAL SUPPLIES/SITES		
					Totals for 83203		2,750.00
83204	SOLIANT	JPAP03	03/10/2022	Soliant Contract	SPECIAL EDUCATION	272200051	1,064.00
					FUND/PERSONAL SERVICES/OCCUPATIONAL THERAPY		
83204	SOLIANT	JPAP03	03/10/2022	Soliant Contract	SPECIAL EDUCATION	272200051	56.00
					FUND/PERSONAL SERVICES/OCCUPATIONAL THERAPY		
					Totals for 83204		1,120.00
202110153	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,189.92
202110153	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,342.28
202110153	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	301.54
202110153	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,189.92
202110153	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,342.28
202110153	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	301.54
					Totals for 202110153		19,667.48
202110159	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,228.39
202110159	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,164.31
202110159	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	204.05

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202110159	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,228.39
202110159	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,164.31
202110159	WISCONSIN RETIREMENT	WRS	02/25/2022	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	204.05
						Totals for 202110159	19,193.50
202110184	EMPLOYEE BENEFITS CO	JPWI02	02/28/2022	ADMINISTRATIVE FEES - BESTFLEX & EBC HRA PLANS	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	126.50
						Totals for 202110184	126.50
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,629.12
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,227.02
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	312.48
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	169.62
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,784.21
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	286.98
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.07
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	39.67
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	698.00
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	175.47
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	20.00
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	12.00
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	9,166.71
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	919.30
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME	0	182.60

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	TAX COMMUNITY SERVICE FUND/FEDERAL INCOME	0	198.29
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,784.21
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	286.98
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.07
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	39.67
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,629.12
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,227.02
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	312.48
202110188	INTERNAL REVENUE SER	P9	02/28/2022	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	169.62
					Totals for 202110188		34,416.71
202110189	MASSMUTUAL FINANCIAL	P9	02/28/2022	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202110189		50.00
202110190	WEA TAX SHELTERED AN	P9	02/28/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202110190	WEA TAX SHELTERED AN	P9	02/28/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	150.00
					Totals for 202110190		250.00
202110191	WISCONSIN DEPT OF RE	P9	02/28/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	110.00
202110191	WISCONSIN DEPT OF RE	P9	02/28/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202110191	WISCONSIN DEPT OF RE	P9	02/28/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	20.00
202110191	WISCONSIN DEPT OF RE	P9	02/28/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,672.34
202110191	WISCONSIN DEPT OF RE	P9	02/28/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	538.42
202110191	WISCONSIN DEPT OF RE	P9	02/28/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	93.61
202110191	WISCONSIN DEPT OF RE	P9	02/28/2022	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	121.41
					Totals for 202110191		5,560.78

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202110193	WEA MEMBER BENEFIT T	P9	02/28/2022	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
					Totals for 202110193		40.00
202110194	EMPLOYEE BENEFITS CO	JPWI02	02/24/2022	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY21-22	0	344.29
					Totals for 202110194		344.29
202110196	DELTA DENTAL OF WISC	JPWI03	03/02/2022	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,480.60
					Totals for 202110196		1,480.60
202110197	EMPLOYEE BENEFITS CO	JPWI03	03/03/2022	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY21-22	0	275.28
					Totals for 202110197		275.28
202110198	DIVERSIFIED BENEFIT	JPWI03	03/02/2022	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	4,195.36
					Totals for 202110198		4,195.36
202110199	DELTA DENTAL OF WISC	JPWI03	03/09/2022	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	927.05
					Totals for 202110199		927.05
202110200	DIVERSIFIED BENEFIT	JPWI03	03/15/2022	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	1,631.76
					Totals for 202110200		1,631.76
202110201	EMPLOYEE BENEFITS CO	JPWI03	03/10/2022	FSA CLAIMS & UNCOVERED MEDICAL	GENERAL FUND/FLEX PLAN SY21-22	0	78.43
202110201	EMPLOYEE BENEFITS CO	JPWI03	03/10/2022	FSA CLAIMS & UNCOVERED MEDICAL	EMPLOYEE BENIFIT TRUST FUND/OTHER ADJUSTMENTS/ADJUSTME NTS & REFUNDS	0	500.00
					Totals for 202110201		578.43
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,828.21
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,333.38
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	335.05
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,830.88
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	311.82
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	78.35
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	698.00
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	185.47
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	20.00
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	GENERAL	0	24.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/FEDERAL INCOME TAX		
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	GENERAL	0	9,085.06
					FUND/FEDERAL INCOME TAX		
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	SPECIAL EDUCATION	0	1,004.44
					FUND/FEDERAL INCOME TAX		
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	FOOD SERVICE	0	220.98
					FUND/FEDERAL INCOME TAX		
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,830.88
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	311.82
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	78.35
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,828.21
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,333.38
202110202	INTERNAL REVENUE SER	P9	03/15/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	335.05
					Totals for 202110202		34,673.33
202110203	MASSMUTUAL FINANCIAL	P9	03/15/2022	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202110203		50.00
202110204	WEA TAX SHELTERED AN	P9	03/15/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202110204	WEA TAX SHELTERED AN	P9	03/15/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	150.00
					Totals for 202110204		250.00
202110205	WISCONSIN DEPT OF RE	P9	03/15/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	110.00
202110205	WISCONSIN DEPT OF RE	P9	03/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202110205	WISCONSIN DEPT OF RE	P9	03/15/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	20.00
202110205	WISCONSIN DEPT OF RE	P9	03/15/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,697.49
202110205	WISCONSIN DEPT OF RE	P9	03/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	589.99
202110205	WISCONSIN DEPT OF RE	P9	03/15/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	109.05
					Totals for 202110205		5,531.53
202110207	WEA MEMBER BENEFIT T	P9	03/15/2022	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					Totals for	202110207	40.00
212200189	HASS, LOGAN	JPAP02	02/25/2022	BOYS JV2 BASKETBALL OFFICIAL ON 2/24/22 VS PACELLI	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
					Totals for	212200189	50.00
212200191	LUPIEN, ROGER	JPAP02	02/25/2022	BOYS JV2 BASKETBALL OFFICIAL ON 2/24/22 VS PACELLI	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
					Totals for	212200191	50.00
212200192	DIECK, BENJAMIN	JPAP03	03/04/2022	BOYS VARSITY BASKETBALL OFFICIAL ON 3/1/22 VS MISHICOT	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	80.00
					Totals for	212200192	80.00
212200193	ORT, JESSIE	JPAP03	03/04/2022	TRANSPORTATION OF INSTRUMENTS - S/E FROM PITTSVILLE (138 MI @ .585)	GENERAL FUND/EMPLOYEE TRAVEL/INSTRUMENTAL MUSIC	0	80.73
					Totals for	212200193	80.73
212200193	ORT, JESSIE	JPAP03	03/04/2022	Special Education Mileage Reimbursement - TRANSITION CONFERENCE 210 MI @ .585	GENERAL FUND/EMPLOYEE TRAVEL/NON-INSTRUCTI ONAL STAFF TRANIN	4002200260	122.85
					Totals for	212200193	203.58
212200194	PLEKAN, KEVIN	JPAP03	03/04/2022	MILEAGE REIMBURSEMENT TO TRANSPORT PERCUSSION EQUIPMENT FOR S/E IN PITTSVILLE - 138 MILES @ .585	GENERAL FUND/EMPLOYEE TRAVEL/INSTRUMENTAL MUSIC	0	80.73
					Totals for	212200194	80.73
212200195	BONDE, KEITH	JPAP03	03/10/2022	VARSLITY GIRLS BASKETBALL OFFICIAL ON 1/28/22 VS TIGERTON	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	80.00
					Totals for	212200195	80.00
						Totals for checks	203,896.72

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	109,867.83	5.80	64,267.91	174,141.54
27	SPECIAL EDUCATION FUND	14,754.67	0.00	6,661.64	21,416.31
50	FOOD SERVICE FUND	3,295.32	0.00	2,786.25	6,081.57
73	EMPLOYEE BENEFIT TRUST FUND	0.00	0.00	500.00	500.00
80	COMMUNITY SERVICE FUND	738.28	0.00	1,019.02	1,757.30
***	Fund Summary Totals ***	128,656.10	5.80	75,234.82	203,896.72

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

Name	Reference	Trans Date	Description	Post Date	Amount
		02/04/2022	FOOD SERVICE FOR WEEK OF 1/31-2/4	02/04/2022	275.00
			Totals for 15785		275.00
		02/04/2022	PILT PAYMENT FOR ST. LAWRENCE	02/04/2022	1,246.93
			Totals for 15786		1,246.93
		02/04/2022	DHS FORWARD PAYMENT	02/04/2022	2,356.67
			Totals for 15787		2,356.67
		02/04/2022	CHROMEBOOK CHARGES	02/04/2022	55.00
			Totals for 15788		55.00
		02/04/2022	GBB T SHIRT SALE	02/04/2022	197.10
			Totals for 15801		197.10
		02/04/2022	STUDENT COUNCIL	02/04/2022	725.00
			Totals for 15802		725.00
		02/04/2022	ADMISSIONS FOR 1/28, 2/1, & 2/3	02/04/2022	468.00
			Totals for 15803		468.00
		02/04/2022	FOOD SERVICE FOR WEEK OF JAN 31	02/04/2022	910.00
			Totals for 15804		910.00
		02/07/2022	BREAKFAST AID	02/07/2022	8,081.92
			Totals for 14256		8,081.92
		02/07/2022	NATIONAL SCHOOL LUNCH AID	02/07/2022	21,807.69
			Totals for 14257		21,807.69
		02/07/2022	COMMODITY CHARGES	02/07/2022	-879.09
			Totals for 14258		-879.09
		02/11/2022	MES FOOD SERVICE FOR WEEK OF 2/7-11	02/11/2022	433.00
			Totals for 15795		433.00
		02/11/2022	EEN CATEGORICAL AID PAYMENT FROM CESA #5	02/11/2022	1,285.41
			Totals for 15796		1,285.41
		02/11/2022	EEN CATEGORICAL AID PAYMENT FROM CESA #5	02/11/2022	1,285.41
			Totals for 15797		1,285.41
		02/11/2022	EEN CATEGORICAL AID PAYMENT FROM CESA #5	02/11/2022	1,285.41
			Totals for 15798		1,285.41
		02/11/2022	PILT PAYMENT FOR TOWN OF UNION	02/11/2022	246.81
			Totals for 15799		246.81
		02/11/2022	DEPT HEALTH SERVICES FOR MAIL SERVICES	02/11/2022	26.00
			Totals for 15800		26.00
		02/11/2022	6-8 ATHLETICS	02/11/2022	15.00
			Totals for 15805		15.00
		02/11/2022	DISTRICT STUDENT FEE	02/11/2022	20.00
			Totals for 15806		20.00
		02/11/2022	INSTRUMENTAL RENTAL	02/11/2022	30.00
			Totals for 15807		30.00
		02/11/2022	CHROMEBOOK REPAIR	02/11/2022	50.00
			Totals for 15808		50.00
		02/11/2022	CLASS OF 2026	02/11/2022	5.00
			Totals for 15809		5.00
		02/11/2022	6-8 ATHLETICS	02/11/2022	15.00
			Totals for 15810		15.00
		02/11/2022	9-12 ATHLETIC FEE	02/11/2022	60.00
			Totals for 15811		60.00
		02/11/2022	DISTRICT FEE	02/11/2022	25.00
			Totals for 15812		25.00
		02/11/2022	INSTRUMENT FEE	02/11/2022	45.00
			Totals for 15813		45.00
		02/11/2022	PARKING FEE	02/11/2022	15.00

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 15814		15.00
		02/11/2022	HS YEARBOOK	02/11/2022	120.00
			Totals for 15815		120.00
		02/11/2022	CHROMEBOOK FINES	02/11/2022	125.00
			Totals for 15816		125.00
		02/11/2022	CAPP ENGLISH FEE	02/11/2022	1,000.00
			Totals for 15817		1,000.00
		02/11/2022	FOOD SERVICE FOR HS WEEK OF 2/7	02/11/2022	1,423.00
			Totals for 15818		1,423.00
		02/11/2022	CLASS OF 2026	02/11/2022	300.00
			Totals for 15819		300.00
		02/11/2022	GBB VS WITTENBERG 2/4/22	02/11/2022	237.00
			Totals for 15820		237.00
		02/18/2022	BEAR CREEK	02/18/2022	9,219.98
			Totals for 15793		9,219.98
		02/18/2022	UNION	02/18/2022	114,353.87
			Totals for 15794		114,353.87
		02/18/2022	CATERING FOR WRESTLING TOURNAMENT	02/18/2022	193.87
			Totals for 15821		193.87
		02/18/2022	MES FOOD SERVICE DEPOSIT FOR 2/14-18	02/18/2022	332.00
			Totals for 15822		332.00
		02/18/2022	ST LAWRENCE	02/18/2022	114,587.43
			Totals for 15823		114,587.43
		02/18/2022	LEBANON	02/18/2022	48,771.82
			Totals for 15824		48,771.82
		02/18/2022	MANAWA	02/18/2022	232,974.24
			Totals for 15825		232,974.24
		02/18/2022	HELVETIA	02/18/2022	17,811.05
			Totals for 15826		17,811.05
		02/18/2022	LITTLE WOLF	02/18/2022	258,109.75
			Totals for 15827		258,109.75
		02/18/2022	OGDENSBURG	02/18/2022	19,001.76
			Totals for 15828		19,001.76
		02/18/2022	STUDENT COUNCIL CONCESSIONS	02/18/2022	1,145.00
			Totals for 15832		1,145.00
		02/18/2022	ADMISSIONS GBB 2/11 & BBB 2/15	02/18/2022	639.00
			Totals for 15833		639.00
		02/18/2022	STUDENT COUNCIL SHAKE SALE	02/18/2022	146.00
			Totals for 15834		146.00
		02/18/2022	HS WEEK ENDING 2/18	02/28/2022	557.20
			Totals for 15835		557.20
		02/22/2022	SPECIAL ED AID	02/22/2022	29,918.00
			Totals for 15791		29,918.00
		02/22/2022	TITLE I THRU 9/30/21	02/22/2022	9,767.39
			Totals for 15792		9,767.39
		02/25/2022	ROYALTON	02/25/2022	109,530.68
			Totals for 15829		109,530.68
		02/25/2022	FOR WEEK OF 2/21-25	02/25/2022	332.00
			Totals for 15830		332.00
		02/25/2022	FITNESS CENTER	02/25/2022	460.00
			Totals for 15831		460.00
			Total for Cash Receipts		1,011,142.30

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	938,996.71	0.00	938,996.71
21	Special Revenue Trust Fund	0.00	2,518.10	0.00	2,518.10
27	SPECIAL EDUCATION FUND	0.00	36,130.90	0.00	36,130.90
50	FOOD SERVICE FUND	4,262.20	30,083.48	-879.09	33,466.59
80	COMMUNITY SERVICE FUND	0.00	30.00	0.00	30.00
***	Fund Summary Totals ***	4,262.20	1,007,759.19	-879.09	1,011,142.30

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

CREDIT CARD STATEMENT - February			WUFAR Code						
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	Description
Dan Wolfgram									
1/20/2022	WI DFI	\$20.00	10	E	800	941	252000	000	NOTARY
1/21/2022	UW STEVENS POINT	\$160.00	10	E	400	943	136000	000	STEAM POINT DAY FOR GIRLS 2022 - REGISTRATION
2/3/2022	GED EXAM	\$6.99	10	E	400	943	179000	000	GED TESTS - MARY ECK
2/3/2022	GED EXAM	\$6.99	10	E	400	943	179000	000	GED TESTS - MARY ECK
2/3/2022	MENARDS	\$75.42	10	E	400	411	253000	000	HS PORTION-BUILDINGS & GROUNDS-ARTIE PETHKE
	MENARDS	\$56.90	10	E	200	411	253000	000	MS PORTION - BUILDINGS & GROUNDS - ARTIE PETHE
MENARDS TOTAL: \$132.32									
2/3/2022	FLEET FARM	\$19.37	10	E	400	411	253000	000	HS PORTION-BUILDINGS & GROUNDS - ARTIE PETHKE
	FLEET FARM	\$14.61	10	E	200	411	253000	000	MS PORTION-BUILDINGS & GROUNDS - ARTIE PETHKE
FLEET FARM TOTAL: \$33.98									
2/4/2022	GED EXAM	\$6.99	10	E	400	943	179000	000	GED TESTS - MARY ECK
2/4/2022	HILTON	\$174.69	10	E	400	342	221300	365	HOTEL - MICHELE KOSHOLLEK
2/7/2022	GED EXAM	\$30.00	10	E	400	943	179000	000	GED TESTS - MARY ECK
2/7/2020	GED EXAM	\$30.00	10	E	400	943	179000	000	GED TESTS - MARY ECK
	TOTAL	\$601.96							
Melanie Oppor									
2/1/22	Adobe Acropro	\$15.81	10	E	800	360	232100	0	Adobe Acrobat Pro software subscription - monthly
	TOTAL	\$15.81							
Dean Marzofka									
1/20/2022	Brainstorm Event registration	\$295.00	10	E	800	310	264400	365	State Wide IT director's Conf
1/20/2022	Kalahari Resort 2 night stay for Brainstorm	\$102.00	10	E	800	942	264400	365	Hotel stay
	TOTAL	\$397.00							

Resignation for Carrie Koehn

School District of Manawa
800 Beach Street
Manawa, WI 54949

March 1, 2022

Dear Dan,

Please accept this notice as my formal resignation from my Administrative Assistant position for Little Wolf High School and Manawa Middle School.

My last day of employment will be 3/11/2022. I will be sure to return my district owned laptop on my last day or whenever instructed.

I wish you and all staff the best as you proceed this year.

Carrie Koehn
E5179 County Road B
Manawa, WI 54949
920-213-2979
sugarkoehn70@gmail.com

March 4, 2022

Dear Dr. Oppor,

I am writing to inform you that I plan to retire at the end of this 2021-2022 school year. I have dedicated my teaching career to the School District of Manawa which has been a pleasurable and rewarding experience.

Working with families, students, colleagues, and the community of Manawa for the past 36 years has been very enjoyable. The memories are literally countless. My own children have gained their education through this district and are successful adults in their own career paths. The dedication of the community both in and out of the school setting is one that has made me proud to be a part of throughout my career.

Today, March 4th, is Career Day for our Read Across America week. As I listen to students talk about what they want to be when they grow up, it warms my heart that some of them want to be teachers, doctors, horse trainers, musicians, alligator hunters and the list goes on. But one important discussion was the fact that you can be more than one thing. I am going to do just that. I have been a teacher for many years and now I am going to try something new. An adventure is waiting for me!

Fondly,

Kathy Field





Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Michelle Johnson

Date: March 11, 2022

Re : Private School Title I Reading Interventionist-Jennifer Porter (.15 position)

This memo is to recommend Jennifer Porter for the Title I Private School Reading Interventionist position for the remaining 2021-2022 school year. Jennifer is a former graduate of Harvard Graduate School with a Masters Degree in Education with an emphasis on Literacy and Language where she acquired her Reading Specialist licensure (gr K-12). Additionally, she is licensed with an emphasis in early elementary education (K-6) as well as a license in Learning Disabilities (PK-8).

Jennifer received her Bachelor of Science in Education degree in 2019 from Texas A & M University with a major in Special Education. She has initiated the process for emergency licensure transfer to acquire a specific WI Reading Specialist (PK-12).

She has worked as an intern for the Kenndy-Longfellow School (K-8) in the Cambridge School District as a Reading Specialist where her focus was specific literacy interventions with students identified as needing additional support. Additionally, Jennifer worked as an Oral and Written Language Specialist through the Boston Children's Hospital. Jennifer is currently subbing in the Winneconne School District as her husband was offered a position in the area working in local government.

As a selected candidate, Jennifer Porter's references shared that she is a colleague who is "extremely confident and wonderfully caring." As a member of the Boston Children's Hospital Learning Disability Team, Jennifer "was looked to for her impressive knowledge of oral and written language and literacy development and disorders as related to assessment, diagnosis, and treatment recommendations. She thoroughly and thoughtfully integrated her evaluation findings to develop comprehensive profiles of students with complex learning disabilities. In addition, her recommendations for classroom modifications and individualized student support services consistently highlighted her clear understanding of best practices."

Jennifer is the perfect candidate to provide service to the Title I reading students at St. Paul's Lutheran School.. Her willingness to learn new things, and her passion for reading and helping children, make her a perfect fit. I recommend her for this .15 position without hesitation.

Monthly Enrollment Count for SY2021-2022

Grade	1-May-21	Sept 15,21	3rd Fri SEPT	OCT	NOV	DEC	JAN	2nd Fri JAN	FEB	MAR	APR	MAY
EC / Speech .5	4	2	2	2	4	4	4	4	5	6		
4K .6	23	32	31	31	31	32	32	32	31	31		
Kdg	32	24	24	25	25	26	26	25	26	26		
1	33	31	31	32	32	32	32	32	32	32		
2	28	35	35	35	34	34	34	34	34	33		
3	57	26	26	26	25	25	25	25	25	25		
4	32	59	59	59	58	58	58	58	58	57		
5	29	32	32	32	33	33	33	33	33	33		
6	49	33	33	33	34	34	34	34	32	32		
7	34	50	50	50	51	51	51	52	52	52		
8	40	33	33	34	33	33	33	33	32	32		
9	60	51	51	51	51	51	51	51	50	50		
10	59	59	59	58	57	56	56	56	56	56		
11	50	59	59	59	59	59	59	59	57	57		
12	64	52	52	53	53	53	53	52	55	56		
Students Enrolled	594	578	577	580	580	581	581	580	578	578	0	0
Less OE IN (non-resident)	-16	-21	-21	-21	-21	-27	-27	-27	-27	-28		
Plus OE OUT (resident)	90	90	90	90	92	92	92	92	94	95		
Less Tuition Sharing	-1	0	0	0	0	0	0	0	0	0		
Students in CESA Program	-2	-2	-2	-2	-2	-2	-2	-2	-1	-1		
Total Resident Count	665	645	644	647	649	646	646	645	645	645	0	0

All Active ()
All Active ()

Note: September Open Enrollment numbers are tentative until after the 3rd Friday Count and Open Enrollment is Verified with other districts.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 3/17/22
Re: MES/Special Education Update

Manawa Elementary School

- K-5 teachers have already started to administer the iReady diagnostic test. They plan to utilize the learning paths during Wolftime and as supplements to our core curriculum. We are cautiously optimistic that this tool will be the perfect addition to our toolboxes.
- 3-5 students and teachers are gearing up for the administration of the Forward Exam. Students in grades 3rd through 5th grade will take the state-mandated Forward Exam in April this year. Test dates: Monday, April 11th - 4th Grade Social Studies Sessions 1 & 2, Tuesday, April 12th - 4th Grade Science Session 1, Wednesday, April 13th - 4th Grade Science Session 2, Thursday, April 14th - 3rd, 4th, and 5th Grade English-Language Arts Session 1, Tuesday, April 19th - 3rd, 4th, and 5th Grade English-Language Arts Session 2 & 3, Wednesday, April 20th - 3rd, 4th, and 5th Grade English-Language Arts Session 4, Thursday, April 21st - 3rd, 4th, and 5th Grade Math Session 1, and Friday, April 22nd - 3rd, 4th, and 5th Grade Math Session 2.
- The Student Council is preparing snacks for Forward Exam days. The snacks will include motivational sayings for students. They are also planning a kick-off assembly and other activities to get students ready to try their best on the exams.
- We celebrated Serena and Ana because they met their reading goals! The attached links are recordings of each student talking about reaching their goals. Great job, Serena and Ana!
https://drive.google.com/file/d/1YAvDEEGuOK9QjoprASMu2RaaSkwkgofB/view?fbclid=IwAR20OeogFhFE-qoCm_S4zpG6KD8pXZrXcZ-Wnq8CqmARmsuh1rQO9aXRVE
https://drive.google.com/file/d/1IRfxO7zjXXIKqiXOSgiyzAqDQ56bjNsH/view?fbclid=IwAR1d_I8jG3URzP0hQXOmOwZL4cs_GohPZM2wHzSQS6SIZiNOPmvdTu4gl0c
- Hibernating Animals read by Mrs. Harvey and Mrs. Poppy's Kindergarten classes. Enjoy!
https://youtu.be/urC_FEVFsgs <https://youtu.be/LtDpUGrc8UI>



To: Dr. Melanie Oppor, Manawa Board of Education
Fr: Dan Wolfgram, Principal Little Wolf High School, Manawa Middle School
Date: 3/15/2022
Re: Staff and Program Highlights - March 2022

Team Time Updates: Weekly Wednesday meetings continue to be utilized to meet with teachers in their content areas to analyze student data, and work with content-area standards. Erin Loritz from Cesa 6 will be returning to work with the staff on Disciplinary Literacy on Wednesday, March 23.

Athletic Updates:

- Wrestling - Unfortunately none of our wrestlers qualified for the WIAA State Tournament. Middle School wrestling finished this past week. Congratulations to Cash Botting who won the 112-pound weight class. Congratulations to Coach Johnson all of the HS/MS wrestlers this past season.
- Girls Basketball - The girl's basketball team ended the season as conference champions and lost a nail-biter in the first round of the playoffs. Congrats to Coach Collins, his staff, and the team on a great season!
- Boys Basketball - The boy's basketball team ended the season as conference champions and won a close one in round 1 of the WIAA State Playoffs and then handled a tough Bonduel team before falling in the regional championship game. Congratulations to Coach Zemple, his staff, and the team on a great season!
- HS Track and Field - Track and Field are into their season by one week nearing a week in. Numbers look great! The first meet is an indoor meet on Thursday, March 17 UW Oshkosh for the Boys. Good luck to the coaches and the track teams as they kick off their season.
- MS Track and Field - Track and Field do not start for the Middle School until the end of March but the initial sign-ups have huge numbers again. Good luck to them as they get started!
- Softball - Softball officially starts Monday, March 21. Numbers are a little lower this year so JV opportunities may be limited. Good luck to the girls and their coaches this spring!
- Baseball - Baseball has one more week until they get started. We will not be having JV games this year due to low numbers. Good luck to the guys and their coaches this spring!

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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

Booster Club Check Presentation: On Tuesday, March 15, the Manawa Booster Club presented a symbolic check for \$140,000 to Coach Patrick Collins, A.D. Brad Johnson, Principal Wolfgram, and the Little Wolf Track Team for their fundraising efforts to pay for the installation of the new rubberized track.



Upcoming Events:

- Little Wolf Marching Band - St. Patrick's Day Parade - Saturday, March 22 - New London
- Junior ACT Testing - Tuesday, March 22 - 1:00 p.m.
- Spring Play - *The Mousetrap* - Friday, March 25, 7:00 p.m., Saturday, March 26, 7:00 p.m., and Sunday, March 27 - 2:00 p.m.
- Junior Parent-Post Secondary Night - Tuesday, March 29, 6:30 p.m.

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Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 3/16/2022
Re: Business Office Monthly Update - March

Dr. Oppor and I met virtually with the Quad County Consortium to discuss the WCA Group Health Trust renewal. To our delight, the proposal is for a 2% increase. We asked that our representative go back to WCA and ask for another cap for increases for next year. Having a cap is hugely beneficial for budgeting when the District needs to make staffing decisions before the company can give an official renewal rate.

I met with and was able to hire a person that is willing to sub for both Food Service and as a Paraprofessional. Officially, we now have two people on the list of subs for Food Service. There are still no subs available for custodial work. If there is anyone that you know that may be interested in subbing, please send them our way!

KOBUSSEN BUSES LTD.

Family Pride in Every Ride

March 14, 2022

February Transportation Report

Prepared For: School District of Manawa

To Whom it May Concern,

There were 18 days of school and 22 extracurricular activities for the month of February.

During the month of February, we celebrated school bus driver appreciation week. Every year, the Governor declares one week dedicated to school bus drivers for their hard work and dedication in transporting our future to and from school every day.

We received many donations from area businesses to give away to our drivers! We would also like to thank the Manawa School District for their donation of breakfast treats for our drivers one morning. Thank you! It is greatly appreciated!

I would like to welcome our new Dispatcher, Natasha Knapp. She is replacing Jamie Stroud, who recently took another job in the medical field. Natasha has two children in the Manawa School District and is from the area. We have been working on training her these last few weeks and is a quick learner! She will also start studying for her commercial driver's license.

We will be holding a training session to obtain your commercial learner's permit on March 21st. We will be hosting many of these as part of the new federal program for entry-level driver training. This is a great time to apply as this will benefit you by earning your learner's permit faster and easier! Also, all training is paid!

If anyone has any questions, comments, or concerns, please do not hesitate to contact us: (920) 389-1500 or my email is: Jacob.elsner@kobussen.com. I appreciate any and all feedback!

Thank you,

Jacob Elsner
Terminal Manager
Kobussen Buses LTD



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Mrs. Michelle Johnson
District Reading Specialist

Feb 17, 2022

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Michelle Johnson

Date: 3/16/2022

Re: District Literacy Highlights

MES Instructional Literacy/Cycles:

Purpose:

Instructional coaches partner with educators to analyze current reality, set goals, identify and explain teaching strategies to hit the goals, and provide support until the goals are met. Together, we provide opportunities to educate all students at the highest level.

Snow Much Fun Family Literacy and Math Night Highlights



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Upcoming Dates:

March 23rd-Erin Loritz, Cesa 6 PD with secondary

April 4-14th- Online Summer School Registration

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Technology Board Report

March 16, 2022

Network and Server Infrastructure

Working on disaster recovery from cloud servers and will begin to test the recovery process. Server configuration is still in process.

Collaborating with insurance companies concerning Incident Response policies and procedures.

Skyward

Continuing to work with Skyward to address workflow. Will be looking at the following areas for development: Enrollment, Scheduling and End of Year process. Preliminary testing for summer school skyward processes is showing positive results.

Insurance Guidelines

In the process of completing the first of a series of questionnaires put out by the insurance company. The responses will be used by the insurance company to determine cyber-insurance eligibility.

Hardware Updates

Continue to wait for access points. Delayed due to chip shortage and shipping issues. Student Device Replacement Received the 282 ECF grant Chromebooks. Inventory completed. Testing and configuration about 70% complete.

Minutes of a March 14, 2022 School District of Manawa Finance Committee Meeting

The meeting began at 6:00 p.m. MES Board Room, 800 Beech Street

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

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

Timer/Recorder: J. Johnson

1. Monthly Financial Summary - January - Informational
2. Grant Summary - Informational
3. Annual OPEB Report for 2021 - Informational
4. Consider Endorsement of Keeping the Fund 39 Fund Balance Local and Not Open a Separate Escrow Account. Motion by J. Johnson / R. Johnson to recommend Endorsement of Keeping the Fund 39 Fund Balance Local and Not Open a Separate Escrow Account to full Board as presented. Motion carried.
5. Consider Approval of Hiring Incentive for LWHS/MMS 2nd Shift Custodial Position Motion by J. Johnson / R. Johnson to table. Motion carried.
6. Consider Approval of Wage Increase for LWHS/MMS Dean of Students Position. Motion by J. Johnson / R. Johnson to table pending more information. Motion carried.
7. Finance Committee Planning Guide (Information / Action)
8. Next Finance Committee Meeting Date: April 11, 2022 at 6:00 p.m.
9. Next Finance Committee Items:
 - 1.
 - 2.
10. Adjourn: Motion by J. Johnson / R. Johnson. Motion carried at 6:53 p.m.

Minutes of a March 3, 2022 School District of Manawa
Buildings and Grounds Committee Meeting

The meeting began at 4:30 p.m. Board of Education at MES Board Room, 800 Beech Street

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

In Attendance: R. Johnson (C), Griffin, Hollman, Dr. Oppor, Dean Marzofka and Matt McGregor

Timer/Recorder: Griffin

1. Discuss Plans to Upgrade Lighting in West MS/HS Parking Lot - Matt McGregor; Hoffman (Northland Electric) - Informational
2. Discuss Technology Education (Woods & Metals) Duct Detector False Alarm Solutions - Matt McGregor; Hoffman - Informational
 - a. Prefilter racks were added
 - b. Eliminate duct detectors and rewire alarm through heat detectors only & shut airflow down (Martin Systems)
 - c. Other
3. Door Fob System Replacement - Motion by Griffin / R. Johnson to Recommend Proceeding with Isonas Door fob system to the full board for approval. Motion carried.
 - a. Isonas
 - b. LaForce
 - c. Other
4. Lawn Care Weed & Feed Request for Proposal - Information - Send proposals out in August or September
5. Schedule reseeding of new green spaces - Informational - Mr. McGregor will get quotes.
6. Review Football Field Drainage Related to Track Upgrades - Informational
7. Review MES Playground Plan - Informational - RFP's will be done.
8. Continue to Brainstorm and Prioritize 2022-23 Fiscal Year Projects as Presented Informational
9. Secure Quotes for Added Long-Jump - Informational - Proposals have been sent.

10. Update on Maintenance (Information)
 - a. Gym (both) Floor Refinishing - Week of July 11
 - b. New Mirrors in the Fitness Center
 - c. Generator Annual Maintenance Contracts - Wolter
 - d. 3CX Phone System
 - e. MES Lighting Proposal
 - f. MES Vinyl Tile
 - g. MS/HS Library
 - h. Review of Project Spreadsheet
 - i. Other
11. Review of Buildings and Grounds Budget
12. Buildings & Grounds Committee Planning Guide (Information)
13. Set Next Meeting Date: April 12, 2022 4:30 p.m.
14. Next Meeting Items:
 - a. Long-term Maintenance Plan - Pfefferle as Presented [Operation Efficiencies] (Information / Action)
 - b. Custodial/Maintenance Plan - Pfefferle as Presented (Information / Action)
 - c. School Forest New Management Plan (Information / Action)
 - d. Finalize Review of Key Performance Indicators (Information / Action)
 - e.
15. Adjourn - Motion by Griffin / R. Johnson adjourned at 6:09 p.m.

Minutes of a March 15, 2022 School District of Manawa
Policy and Human Resources Committee Meeting

The meeting began at 6:00 p.m. MES Board Room, 800 Beech Street

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

In Attendance: J. Johnson, Reierson, Dr. Oppor, Mr. Lavalley, Mrs. Riske. Pethke absent.

Timer/ Recorder: J. Johnson

1. Review, Discuss, and Endorse NEOLA Policy Updates Volume 31, No. 1 as Listed - Steve LaVallee (Information / Action)
 - a. Overview and Comments
 - b. PO0100 - Definitions
 - c. PO0142.1 - Electoral Process
 - d. PO0142.5 - Vacancies
 - e. PO0144.5 - Board Member Behavior and Code of Conduct
 - f. PO0152 - Officers
 - g. PO0165.1 - Notice of Regular Meetings
 - h. PO1421 - Criminal History Record Check and Employee Self-Reporting Requirement
 - i. PO1460 - Physical Examination
 - j. PO2210 - Curriculum Development
 - k. PO2414 - Human Growth and Development
 - l. PO3121 - Criminal History Record Check and Employee Self-Reporting Requirements
 - m. PO3122.01 - Drug-Free Workplace
 - n. PO3160 - Physical Examination
 - o. PO3340 - Grievance Procedure
 - p. PO4121 - Criminal History Record Check and Employee Self-Reporting Requirements
 - q. PO4122.01 - Drug-Free Workplace
 - r. PO4160 - Physical Examination
 - s. PO4340 - Grievance Procedure
 - t. PO5113 - Open Enrollment Program
 - u. PO5200 - Attendance
 - v. PO5410 - Promotion, Placement, and Retention
 - w. PO5461 - Children At-Risk of Not Graduating From High School
 - x. PO5722 - School-Sponsored Publications and Promotions
 - i. Current Policy
 - ii. Revised Policy
 - iii. Tool Kit
 - y. PO6108 - Authorization to Make Electronic Fund Transfers
 - z. PO6114 - Cost Principles - Spending Federal Funds
 - aa. PO6146 - Post Issuance Tax Exempt Bond Compliance
 - bb. PO6152 - Student Fees, Fines, and Charges

cc. PO7100 - Facilities Planning
dd. PO8450 - Control of Casual - Contact Communicable Diseases
Motion by Reiersen / J. Johnson to recommend endorsement NEOLA Policy Updates
Volume 31, No. 1 as Listed to the full Board excluding PO5722. Motion Carries.

2. Review, Discuss, and Endorse NEOLA Administrative Guideline Updates Volume 31,
No. 1 as Listed - Steve LaVallee (Information / Action)
 - a. Overview and Comments
 - b. AG1630.01 - FMLA Leave
 - c. AG2260.02 - English Language Proficiency
 - d. AG2271 - Early College Credit Program
 - e. AG2411 - School Counseling
 - f. AG2430 - District Sponsored Clubs and Activities
 - g. AG2522.01 - Library Media Center - Support for Intellectual Freedom
 - h. AG3120B - Appointment of Personnel to Compensated Co-Curricular and
Extra-Curricular Activities
 - i. AG3120.10 - Job Sharing
 - j. AG3122.01 - Drug-Free Workplace
 - k. AG3125 - Wisconsin Educator Licensing
 - l. AG3160B - Tuberculosis Examination
 - m. AG3231A - Participation in Political Activities
 - n. AG3231B - Research and Publishing
 - o. AG3430.01 - FMLA Leave
 - p. AG4122.01 - Drug-Free Workplace
 - q. AG4160B - Tuberculosis Examination
 - r. AG4231A - Participation in Political Activities
 - s. AG4430.01 - FMLA Leave
 - t. AG5111.01 - Homeless Students
 - u. AG5200 - Attendance
 - v. AG5330 - Administration of Medications
 - w. AG5460 - Graduation Requirements
 - i. District Specific
 - ii. Integrate with Current Policy and Delete
 - x. AG5463 - Student and Credit Transfer from Nonpublic Schools
 - y. AG5517.01 - Bullying
 - z. AG5540 - Relationship with Governmental Agencies
 - aa. AG5610 - Suspension and Expulsion
 - bb. AG5722 - School-Sponsored Student Publications and Productions
 - cc. AG5751 - Education and Services for School-Age Parents
 - dd. AG5830 - Student Fund-Raising
 - ee. AG6605 - Crowdfunding
 - ff. AG6611 - Ticket Sales
 - gg. AG7440.03 - Small Unmanned Aircraft Systems
 - hh. AG7540.05 - Assistive Technology and Services
 - ii. AG8320 - Personnel Records

- jj. AG8330 - Student Records
- kk. AG8600 - Transportation
- ll. AG8800D - Care, Custody, and Display of the United States Flag
- mm. AG9270 - Home-Based Private Education Students
- nn. AG9270A - Admission of Students from Nonapproved Schools
- oo. AG9700 - Fund-Raising by Charitable Organizations

Motion by Reierson / J. Johnson to recommend Endorsement of NEOLA Administrative Guideline Updates Volume 31, No. 1 as Listed excluding 2522.01, 5460, 5463, 5722, and 6611. Motion carried.

3. Review, Discuss, and Endorse the Use of NEOLA Forms as Listed
 - a. FM6605.F1 - Crowdfunding Solicitation Project Proposal Form
 - b. FM9160F1- Public Attendance at School Events

Motion by Reierson / J. Johnson to recommend endorsement of the Use of NEOLA Forms as Listed. Motion carried.

Motion by Reierson / J. Johnson to table the remainder of the agenda.

4. Review, Discuss, and Endorse PO2431 - Interscholastic Athletics - Tabled
5. Review, Discuss, and Endorse PO8510 Wellness - Tabled
6. Review, Discuss, and Act on Teacher Request Regarding No Paraprofessional - Tabled
7. Discuss and Act on Dean of Students Request for a Stipend Increase - Tabled
8. Review the Revised Job Description for the MS/HS Administrative Assistant - Tabled
9. Discuss Job Description and Title for Special Assignment Teachers and Secondary Resource Courses - Tabled
10. Policy & Human Resources Committee Planning Guide (Information)
11. Set Next Meeting Date: April 19, 2022 at 6:00 p.m.
12. Next Meeting Items:
 - a. PO4362.01 and PO3362.01 - Reporting Threatening Behavior: Staff are concerned with the increase in verbal aggression directed at them by parents and members of the public.
 - b.
13. Motion by Reierson/J. Johnson to Adjourn at 8:33 p.m.



Book	Policy Manual
Section	9000 Relations
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Second Reading
Adopted	April 23, 2018
Last Revised	June 21, 2021

9130 - **PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS**

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Matters Brought Forth Under This Policy

A. First Level

Generally, if the matter raised involves a staff member the individual(s) should discuss the matter with the staff member, if appropriate. The individual shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of

harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not involving staff members that are not resolved at the First Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within ten (10) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board prior to making a final decision on the matter.

The Board's decision will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member may refer the individual(s) to this guideline or the District Administrator for further assistance.

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, ~~library books~~, reference works, and other instructional aids used in the District, the following procedure shall be followed:

A. The criticism is to be addressed to the Curriculum Director, in writing, and shall include:

1. author;
2. title;
3. the complainant's familiarity with the material objected to;
4. sections objected to by page and item;
5. reasons for objection.

B. Upon receipt of the information, the Curriculum Director (or Curriculum Director designee if the Curriculum Director and District Administrator are one in the same) may, after advising the District Administrator of the complaint, and upon the District Administrator's approval, appoint a review committee, which shall comply with the open meetings law.

C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and

advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414).

D. The committee, in evaluating the questioned material, shall be guided by the following criteria:

1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. the accuracy of the material
3. the objectivity of the material
4. the use being made of the material

E. The material in question may not be temporarily withdrawn from use pending final resolution of the matter.

F. The committee's recommendation shall be reported to the District Administrator in writing within ten (10) business days following the first meeting of the committee. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and his/her decision.

G. The individual(s) may submit an appeal the District Administrator's decision in writing to the Board President within ten (10) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for review.

H. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be based on written submissions, or only on the record produced by the Committee and/or District Administrator.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Revised 11/19/18

Revised 7/22/19

Revised 4/27/20

Revised 3/15/21

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Legal 118.01, Wis. Stats.
 118.019, Wis. Stats.
 20 U.S.C. 1232h

Last Modified by Melanie Oppor on March 17, 2022



Book	Policy Manual
Section	Board Meeting - February 28th
Title	SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS
Code	po2700.01
Status	Second Reading
Adopted	October 1, 2015
Last Revised	November 16, 2020

2700.01 - **SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS REPORTS**

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. To this end, the Board has adopted this policy.

State-School Performance Report (SPR)

The Board will publish an annual school and school district performance report including all information prescribed by statute. By January 1st of each year, the Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report. (X) Parents shall be notified that the performance report will be provided to the parent electronically unless the parent requests a written copy of the report. [Note: ~~End of Choice~~] By May 1st, the Board shall distribute copies of the report to those who have requested the report, ~~including students enrolled in charter schools located in the District, that have requested the report.~~

X(-) Per the Wisconsin Department of Public Instruction, the District shall ~~may~~ use links to the [WIS Edash Public Portal](#) to meet the electronic State School Performance Report requirements.

[X] The annual school and School District report shall be made available on the District's internet for public viewing.

The report shall generally include the following information, as required or modified by the State Superintendent:

- A. indicators of academic achievement, including the performance of students on Statewide assessment examinations by subject area
- B. dropout, attendance, retention in grade, and graduation rates
- C. number of suspensions and expulsions, the reasons for, and duration of, the suspensions and expulsions, and the length of time students are expelled
- D. staffing and financial data information
- E. number and percentage of resident students attending a course in a nonresident district and the number and percentage of nonresident students attending a course in the district, and
- F. method of reading instruction used in the District

Title I Provisions of the School/District Accountability Performance Report Card

In any year that the District receives Title I funding, its school/District accountability performance report card(s) must also include the information regarding the delivery of Title I services as described in Policy 2261.03.

State Accountability Report Card ~~SCHOOL ACCOUNTABILITY REPORTS~~

A copy of each school's accountability report card as prepared by the Wisconsin Department of Public Instruction shall be provided to the parent of each student enrolled in or attending the school ~~and the ranking levels for each school within the District shall be provided to all parents~~ on an annual basis. The report shall be sent simultaneously with the notice required in Policy 8146 - Notification of Educational Options.

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Legal
115.38, Wis. Stats.
115.385, Wis. Stats.
20 U.S.C. 6311

Last Modified by Melanie Oppor on March 17, 2022



Book	Policy Manual
Section	Board Meeting - February 28th
Title	Copy of PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
Status	Second Reading
Adopted	April 25, 2016
Last Revised	July 19, 2021

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. **The Board may authorize the administration to arrange for the recording, recording, filming, photographing, broadcasting, or live streaming of open sessions of Board meetings.**
- L. **Signage, banners, or other material which impedes any person's view of the proceedings, including a Board member's view, shall be relocated so as not to obstruct views.**

Recording, filming, or photographing the Board's open meetings by Third Parties is permitted **pursuant to 19.90, Wis. Stat.** 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.

Revised 11/16/2020

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Legal 19.90, Wis. Stats.

Last Modified by Melanie Oppor on March 17, 2022



Book	Policy Manual
Section	Board Meeting - February 28th
Title	Copy of NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2266
Status	Second Reading
Adopted	August 17, 2020

2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, third-party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook(s) if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook(s) if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

Definitions

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

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

- 1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
 - a. *Rape* is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.
 - b. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - c. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
 - d. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
 - f. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by Wis. Stat. §§ 948.02 or 948.09, or whose status as a student prohibits such sexual contact per Wis. Stat. §948.095.
 - g. *Other Sexual Contact* includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in Wis. Stat. § 940.225(5)(b).
 - h. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
 - i. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
- 2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
 - a. A current or former spouse or intimate partner of the victim;
 - b. A person with whom the victim shares a child in common;
 - c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

- d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
 - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – 1) fear for the person's safety or the safety of others; or 2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint: "Formal complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge-based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), referral to Employee Assistance Program, and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

School District community: "School District community" refers to students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Inculpatory Evidence: "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged sexual harassment.

Exculpatory Evidence: "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of sexual harassment.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays),

Eligible Student: "Eligible student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Carmen O'Brien
Business Manager
920-596-5332
800 Beech Street
Manawa, WI 54949
cobrien@manawaschools.org

Daniel Wolfgram
Manawa Middle School/Little Wolf High School Principal
920-596-5310
515 East 4th Street
Manawa, WI 54949
dwolfgram@manawaschools.org

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board President. Questions about this policy should be directed to the Title IX Coordinator.

The District Administrator shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the School District of Manawa does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Carmen O'Brien
Business Manager
920-596-5332
800 Beech Street
Manawa, WI 54949
cobrien@manawaschools.org

Daniel Wolfgram
Manawa Middle School/Little Wolf High School Principal
920-596-5310
515 East 4th Street
Manawa, WI 54949
dwolfgram@manawaschools.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.manawaschools.org/district/policies.cfm> The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The District Administrator shall also prominently display the Title IX Coordinator's(s') contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; 2260 - Nondiscrimination and Access to Equal Educational Opportunity; Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the District Administrator, or another Board employee who, in turn, will notify the District Administrator of the report. The District Administrator will then serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment.

The Board does business with various vendors, contractors, and other third parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, or Employee Handbook(s).

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sexual harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or

receiving the report. The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee’s knowledge is based on another individual bringing the information to the Board employee’s attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days) of the Title IX Coordinator’s receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies, including Policy 5120 - Assignment within District; Policy 5605 - Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, and Policy 5611 – Due Process Rights.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the District Administrator, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint.

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process and procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 5517 - Student Anti-Harassment as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:
 1. Include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 2. Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
 3. Inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a formal complaint *unless* the conduct alleged in the formal complaint:

- A. Would not constitute sexual harassment (as defined in this policy) even if proved;
- B. Did not occur in the District's education program or activity; or
- C. Did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator *shall* dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee Handbook.

The Title IX Coordinator *may* dismiss a formal complaint, or any allegations therein, if at any time during the investigation :

- A. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. The Respondent is no longer enrolled in the District or employed by the Board; or
- C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. The allegations;
- B. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
- C. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. Present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. Have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

C. (x) The District establishes the following restrictions, which apply equally to both parties, regarding the extent

to which an advisor may participate in the proceedings.:

Limit the advisor from:

- 1. questioning the other party,**
- 2. answering questions on behalf of any party, and**
- 3. disrupting the investigation process.**

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of one (1) days' notice with respect to investigative interviews and other meetings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment).

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, Policy 5610.01 – Alternative Expulsion Hearing Procedure, Policy 5610.02 – In-School Discipline, and Policy 5611 – Due Process Rights. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy including but not limited to (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. written reprimands;
- C. performance improvement plan;
- D. required counseling;
- E. required training or education;
- F. suspension with pay;
- G. suspension without pay;
- H. termination, and any other sanction authorized by any applicable Employee Handbook.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party determined responsible for violating this policy (i.e., engaging in sexual harassment):

- A. oral or written warning;
- B. suspension or termination/ cancellation of the Board's contract with the third-party vendor or contractor;
- C. restriction/prohibition on the third-party's ability to be on school property; and
- D. any combination of the same.

If the decision-maker(s) determines the third-party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the District Administrator will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the District Administrator may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein.

Nothing herein shall prevent the District Administrator from imposing any remedy, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5) days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker(s)'s determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above.

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

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. The definition of sexual harassment (as that term is used in this policy);
- B. The scope of the District's education program or activity;
- C. How to conduct an investigation and implement the grievance process appeals and informal resolution processes, as applicable; and
- D. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. § 19.21(6):

- A. Each sexual harassment investigation including any determination regarding responsibility any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website.

Outside Appointments, Dual Appointments, and Delegations

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains the discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The District Administrator may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the District Administrator at any time.

Discretion in Application

The Board retains the discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains the discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the Board retains the discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

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Legal	20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
	20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
	42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
	42 U.S.C. 2000d et seq.
	42 U.S.C. 2000e et seq.
	42 U.S.C. 1983
	34 C.F.R. Part 106
	19.21(6), Wis. Stats.
	118.25, Wis. Stats.
	120.13, Wis. Stats.
	948.02, Wis. Stats.
	OCR's Revised Sexual Harassment Guidance (2001)
	20 U.S.C. 1092(F)(6)(A)(v)
	34 U.S.C. 12291(a)(10)
	34 U.S.C. 12291(a)(8)
	34 U.S.C. 12291(a)(30)



Book	Policy Manual
Section	Board Meeting - February 28th
Title	NONDISCRIMINATION AND ANTI-HARASSMENT - STUDENT ANTI-HARASSMENT
Code	po5517
Status	Second Reading
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5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

It is the policy of the Board 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 harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

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

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

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

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

Other Violations of the Anti-Harassment Policy

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

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's **supervisory** duties

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

Notice

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Bullying

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

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

Harassment

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

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

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

Examples are:

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

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

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

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

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

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

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

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

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

19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior.

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

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

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.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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

Carmen O'Brien

Business Manager
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org

Daniel Wolfgram
High School/Middle School Principal
800 Beech Street
Manawa, WI 54949
920-596-5310
dwolfgram@manawaschools.org

The names, titles, and contact information of these individuals will be published annually in the student handbooks and on the School District's web site.

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

Reports and Complaints of Harassing Conduct ~~Reporting Procedures~~

~~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 teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.~~

~~Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth 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 the knowledge that it is false.~~

~~If, during an investigation of a reported act of bullying in accordance with Policy 5517.01—Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on 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, 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 this policy.~~

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for

receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention. A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a ~~Third Party visitor to the District~~, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will ~~contact the Complainant and~~ begin ~~either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), review and investigation or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation, or the CO will designate a specific individual to conduct such a process.~~ The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All ~~Board employees~~~~members of the School District community~~ must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) ~~calendar~~-days of learning of the incident.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, ~~a~~Any student who believes that ~~they have~~~~s/he has~~ been subjected to harassment may seek resolution of ~~the his/her~~ complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.~~Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.~~

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

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

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

Complaint Procedure

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

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

All complaints must include the following information to the extent ~~known~~it is available: the identity of the ~~Respondent~~individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based ~~(i.e., when, where, and what occurred)~~(i.e., when, where, and what occurred); and a list of potential witnesses.

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

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

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

Within five (5) business days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the complainant and informing the complainant of the investigation process.

~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within thirty~~~~fifteen (15)~~~~30 days of receiving the formal complaint.~~

~~Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.~~

~~Although certain cases may require additional time, the CO or designee~~~~Compliance Officer will attempt to complete an investigation into the allegations of harassment based on a Protected Class or retaliation within fifteen (15) calendar days of receiving the formal complaint.~~

The investigation will include:

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

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

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

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

Absent extenuating circumstances, within ten (10) ~~business~~ days of receiving the report of the CO, the District Administrator ~~must~~ either ~~must~~ issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's ~~written~~~~final~~ decision will be delivered to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) ~~business~~ days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

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

If the decision of the District Administrator is that there is no finding of harassment pursuant to this policy, the student/parent will be informed of the provisions of Policy 5517.01 - Bullying.

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

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

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

Additional School District Action

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

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

Privacy/Confidentiality

The District will 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 obligations under State and Federal law. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity. ~~All Complainants proceeding through the investigation process should be advised that as a result of the investigation, the Respondent may become aware of the Complainant's identity.~~

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided~~s/he learns or that s/he provides~~ during the course of the investigation.

Remedial Action ~~Sanctions~~ and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Reprisal

Submission of a good faith complaint or report of harassment will not affect the Complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

Retention of ~~Public Records, Student Records, and~~ Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;

- C. a narrative of all actions taken by District personnel;
 - D. any written documentation of actions taken by District personnel **or individuals contracted or appointed by the Board to fulfill its responsibilities;**
 - E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
 - F. all documentary evidence;
 - G. e-mails, texts, or social media posts pertaining to the investigation;
 - H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
 - I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
 - J. dated written determinations to the parties;
 - K. dated written descriptions of verbal notifications to the parties;
 - L. written documentation of any **supportiveinterim** measures offered and/or provided to **the Complainant and/or the RespondentComplainants**, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
 - M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
 - N. **copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);**
 - O. **copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;**
 - P. **documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**
- It is suggested the following records also be maintained, as appropriate.**
- Q. **documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**
 - R. **copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**
 - S. **copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing;**
 - T. **copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

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

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

Revised 12/18/17
Revised 7/22/19

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Legal

- 48.981, Wis. Stats.
- 118.13, Wis. Stats.
- P.I. 9, Wis. Admin. Code
- P.I. 41 Wis. Admin. Code
- 20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)
- 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
- 42 U.S.C. 1983
- 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
- 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
- 34 C.F.R. Part 104, Section 504 Regulations
- 34 C.F.R. Part 300, IDEA Regulations

Last Modified by Melanie Oppor on March 17, 2022



School District of Manawa
Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 2/11/2022
Re: Cost of One-Time Support Staff Stipend

Currently, there are 24 support staff that would earn the one-time stipend that was endorsed by the Policy and Human Resource Committee on January 31, 2022. This stipend would be costed to ESSER II funds. Currently, there is \$62,824.47 left from the \$360,451 allotted to the School District of Manawa. The spending plan has about \$35,000 of training and materials that has not been ordered or paid for yet. This leaves about \$27,800 that could be used for stipend purposes. The Policy and Human Resource Committee voted to recommend a maximum of \$250.

	Stipend Amount		
	\$100	\$200	\$250
24 Support Staff	\$2,400	\$4,800	\$6,000

There are 46 full-time teachers and 6 administrators currently employed in the District. If the professional staff were included in this type of stipend, the costs would be as follows:

	Stipend Amount		
	\$100	\$200	\$250
46 Teachers	\$4,600	\$9,200	\$11,500
6 Administrators	\$600	\$1,200	\$1,500

Total cost to give a stipend to all staff is as follows:

	Stipend Amount		
	\$100	\$200	\$250
76 Total Staff	\$7,600	\$15,200	\$19,000





School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

March 3, 2022

To: Members of the Board of Education, School District of Manawa:

The following is a listing of students that have requested Start College Now (formerly known as Youth Options) and additional high school classes through the Wisconsin Virtual School for the fall semester of 2022. Students have requested the following courses:

Fox Valley Technical College

2 Students	Italian 1	3 Credits
1 Student	Interior Design	3 Credits
1 Student	Principles of Marketing	3 Credits

Wisconsin Virtual School

2 Students	Advertising and Sales	HS Credit
1 Student	AP Biology	HS Credit
1 Student	AP Physics	HS Credit
1 Student	Criminology	HS Credit
1 Student	Entrepreneur 1A	HS Credit
1 Student	Fashion Design	HS Credit
1 Student	Forensic Science	HS Credit
1 Student	Interior Design	HS Credit
3 Students	Nutrition	HS Credit

Respectfully Submitted,

Janine Connolly
LWHS Counselor

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



/ ManawaSchools



School District of Manawa
Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 3/10/2022
Re: Fund 39 Fund Balance – Referendum Debt

Recommendation

I recommend keeping the fund balance for referendum approved debt (Fund 39) local and not open a separate escrow account.

Rationale

At the 2021-22 Annual Meeting, tax payers agreed to levy an additional \$300,000 for referendum debt. At that time, I explained that this money could be put into an escrow account for future payments. Upon consulting with R.W. Baird, if the money were to be placed into an escrow account for cash defeasance, the money would not be accessible until 2027 and would offer a savings of approximately \$188,200. See the illustration provided by R.W. Baird.

At this same annual meeting, I explained that this money could also be used in the future to lower the amount needed to levy for referendum debt thereby allowing the Board of Education to keep the tax rate steady if they choose. Unfortunately, the money cannot be put into an escrow account and remain accessible.

I believe that it is in the best interest of the District to keep the fund balance for Fund 39 accessible for now. It is possible to reevaluate this and perhaps set up an escrow for cash defeasance in the future.





Students choosing to excel; realizing their strengths.

To: Manawa Board of Education
From: Dean Marzofka
Date: March 17, 2022
Re: Door Security System Recommendation

The purpose of this memo is to recommend Terminal Andrae, Inc as the vendor for the door security system. The rationale for this recommendation is as follows:

- Of two Wisconsin-based companies bidding on the project, Terminal Andrae, Inc was the low bid.
- Isonis manufactured door security when compared to Brivo manufactured system is an easier system to install and maintain.
- The door system can be checked in real time via computer or smartphone. This same access is available to whomever else the district may wish to grant access through a password-based system.
- The system can be maintained with aftermarket suppliers.
- New doors can be added to at any time by inhouse personnel.



Wednesday, March 16, 2022

Manawa School District

Attn: Dean Marzofka

Reference: ISONAS Access Control System Revised

Dear Mr. Marzofka,

Thank you for the opportunity to revise the quote for the ISONAS Access Control System at the Manawa School District in WI. Our proposal includes all materials as requested with the following qualifications.

- This proposal is based on the email request received.
- No labor is included in this quote.
- **AVAILABILITY OF THIS PRODUCT LIST IS APPROXIMATELY 10 WEEKS!**

This proposal also includes the following scope of work qualifications:

ISONAS Scope of Work

- Furnish (5) new ISONAS RC-04-MCT-W Wall-mount Card Readers.
- Furnish (19) new ISONAS RC-04-MCT-M Mullion-mount Card Readers.
- Furnish (14) new ISONAS Pure IP Cable-RC04-10 cables.
- Furnish (10) new ISONAS Pure IP Cable-RC04-25 cables.
- Furnish (1) PAC-21-50-3Y Pure Access Cloud License.
- Furnish (2) 50/Pack Proximity Thin Cards TC-2-50.
- Furnish (2) 20/Pack Proximity Key fobs KF-3-20.

Warranty information

Warranty standard 1yr.

Excluded

- Labor.
- Sales Tax.
- Cat 6 cabling.
- Electric Strikes.

Our price for the above-described scope excluding WI state sales tax.....\$29,678.00
.....TWENTY-NINE THOUSAND SIX HUNDRED SEVENTY-EIGHT DOLLARS AND 00/100

Thank you for the opportunity to quote this project. Please feel free to contact me with any questions. 414-763-0837.



Please sign and return duplicate copy
Accepted for purchaser date ____/____/____



By: _____

Firm: _____

Respectfully Submitted,
Terminal Andrae, Inc.
Terminal Andrae Technologies Division
George Menos

A handwritten signature in black ink that reads 'George Menos' in a cursive script.

03/07/2022

QUOTATION

Manawa School District
Attn: Dean Marzofka
800 Beech Street
Manawa, WI 54949-0400

RE: SI - BRIVO UPGRADE
Quote#: 441216
Contact: Heather Wirz
920.491.5929 or 1.800.236.8858 ext. 292901
Heather.Wirz@laforceinc.com

Brivo OnSite Server to Access Migration and Expansion:

Elementary School/District Office

- Brivo Access ACS6000 Series two reader main board (Quantity of 1)
- Brivo Access ACS6100 series expansion chassis with room for (16) reader door / inputs, power board, plug-in power transformer, (2) 12VDC 14 amp hour SLA backup batteries (Quantity of 1)
- Brivo Access ACS6100 series two reader expansion board (Quantity 5)
- Altronix 12VDC (4 amp) / 24VDC (3 amp) power supply with (8) PTC-protected power outputs, (2) 12VDC 7 amp hour SLA backup batteries, and expanded enclosure (Quantity of 1)
- Brivo tri-technology mullion smart proximity reader with Bluetooth (black) (Quantity of 12)
- Interlogix 1" diameter recessed Door Position Switch (DPS) with Single Pole Double Throw (SPDT) relay (brown) (Quantity of 6)
- HES 9600 Series 12VDC / 24VDC ¾" rim exit electric strike with 630 satin stainless steel finish (Quantity of 3)
- Wire / cable, connectors, and miscellaneous supplies necessary for fully functional, proper installation of the components included in this quotation

Jr/Sr High School

- Brivo Access ACS6000 Series two reader main board (Quantity of 2)
 - Brivo Access ACS6100 series expansion chassis with room for (16) reader door / inputs, power board, plug-in power transformer, (2) 12VDC 14 amp hour SLA backup batteries (Quantity of 1)
 - Brivo Access ACS6100 series two reader expansion board (Quantity 2)
 - Altronix 12VDC / 24VDC (1.75 amp) power supply with (2) 12VDC 7 amp hour SLA backup batteries and expanded enclosure (Quantity of 1)
 - Brivo tri-technology single gang switch plate smart proximity reader with Bluetooth (black) (Quantity of 8)
 - Brivo tri-technology mullion smart proximity reader with Bluetooth (black) (Quantity of 3)
 - Interlogix 1" diameter recessed Door Position Switch (DPS) with Single Pole Double Throw (SPDT) relay (brown) (Quantity of 2)
 - Wire / cable, connectors, and miscellaneous supplies necessary for fully functional, proper installation of the components included in this quotation
-
- Brivo smart keyfob (Quantity of 25)
 - Brivo ISO smart card (Quantity of 100)

- The Brivo Access Electronic Access Control (EAC) system is cloud-based, meaning it does not require the purchase and maintenance of a server, is securely accessible from any modern device with an active Internet connection, offers a mobile application, is automatically backed up, and all software updates are installed immediately and automatically. **This quotation includes your Brivo Access Standard Edition data plan and 100 Mobile Passes for the first year, but for budgeting purposes, the current annual data plan cost for the system configured in this quotation is \$1,980.00.**

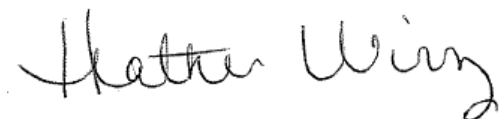
Total Price for Brivo OnSite Server to Access Migration and Expansion = \$30,206.00

Proposal Qualifications:

1. Please allow up to 8-10 weeks from written approval of this proposal for installation to begin. Please keep in mind that occasional shipping delays may further impact this timeline.
2. Our pricing is based on the assumption that adequate 120VAC electrical power is already in place or will be installed by others.
3. Our pricing is based on the assumption that any required conduit / raceway systems are already in place or will be installed by others. However, we will install short conduit / wiremold runs where conditions require them.
4. Our proposal does not include any specialty cable such as plenum-rated, wet-rated, fire-rated, direct burial, etc.
5. Our proposal does not include the provision and / or rental of any electrical / mechanical lift equipment.
6. Our proposal does not include the provision and / or installation of any doors, door frames, and / or mechanical door hardware unless explicitly listed in this document.
7. Our pricing is based on the assumption that any currently installed electronic locking hardware, electronic locking hardware power supplies, and field cable are in working order and will continue to be utilized.
8. Our proposal does not include the provision, installation, and / or programming of any network switching equipment. Each Brivo OnAir Electronic Access Control (EAC) module requires (1) network port.
9. The Brivo OnAir access control system is securely accessible using any modern device with an active Internet connection, so we have not included the provision and / or installation of any servers, computers, monitors, tablets, mobile devices, and / or any other computer equipment of any kind.
10. The acceptance of this proposal is dependent upon approved credit and / or current account status with LaForce, Inc.
11. This proposal does not include union labor and / or prevailing wage rates.
12. This proposal DOES include all applicable shipping and handling costs.

THIS PROPOSAL INCLUDES AND IS SUBJECT TO THE PAGE OF TERMS AND CONDITIONS LOCATED AT THE END OF THIS DOCUMENT.

Sincerely,



**Heather Wirz
LaForce, Inc. – Green Bay**

Security Integration Division

Phone: (920) 491-5929

Email: Heather.Wirz@laforceinc.com

ACCEPTED BY
Company: _____
Date: _____
Signature: _____

TERMS AND CONDITIONS

1. This quotation is subject to prompt acceptance within 30 calendar days from the date on this quotation. If not accepted by that date, it may be withdrawn or modified by LaForce without notice.
2. No sales, use or other taxes are included unless otherwise stated herein. No installation, utilities or bonding are included unless otherwise stated herein.
3. To approved credit, payment terms are Net 30 days from the date of Seller's invoice without retainage. Any invoice or part of invoice, which is not paid when due shall bear interest at the rate of 1½% per month.
4. Buyer is solely responsible for all necessary building permits from government authorities and associated fees.
5. Installation, programming, and training, if any, will be performed during normal business hours of 7:30 am to 4:30 pm Monday through Friday excluding holidays. If other than normal business hours are required, additional charges will apply.
6. Seller shall only be required to furnish material, labor, or services, which are explicitly described in this quotation, or which are, in the Seller's sole judgment, explicitly described in those portions of the plans, drawings, and specifications explicitly referenced in this quotation. Any items not so explicitly described herein or not in Seller's sole judgment so explicitly described in such portions of the plans and specifications are not offered to be sold or furnished under this quotation.
7. Deliveries will be made based upon manufacturer's delivery schedule at the time when final approved shop drawings and schedules describing the materials have been furnished by Buyer to Seller and Buyer has furnished Seller with all other information required by the manufacturers of the materials being furnished including but not limited to field dimensions and hardware and door schedules. Seller shall not be liable for delay due to fire, war, natural catastrophes, sabotage, civil insurrection, acts of God, labor disputes, material shortages, or other unforeseeable occurrences, which are beyond the reasonable control of the Seller.
8. Seller has no responsibility for field conditions whether or not concealed, or conditions preventing or interfering with delivery of materials and performance of work. Buyer is obligated to provide access to the jobsite so that the materials can be delivered in a commercially reasonable manner. If there shall be any alteration in the schedule of deliveries or work so as to increase the Seller's cost, Seller shall be entitled to compensation thereof.
9. If the material or work is covered by a change order or order for extra work or materials, no material need be ordered and no work need be performed or scheduled unless or until, Buyer has furnished Seller with a written change order thereof or other written authorization signed by the Buyer and by the Owner or someone authorized to sign on behalf of the Owner describing the extra materials to be provided and the extra work to be performed and stating the agreed price thereof.
10. Seller warrants only that a) the goods provided by Seller will be free from defects in material for a period of one (1) year after delivery and b) installation rendered by Seller, if any, will be free from defects in workmanship for a period of one (1) year from the date of installation, except for installation of electrical or motorized goods rendered by Seller in which case the warranty period is reduced to ninety (90) days from the date of installation. Seller's warranty does not cover defects due to neglect, misuse, abuse, structural settlement, improper installation, lack of proper maintenance or any cause other than defects directly attributable to Seller. SELLER DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN SELLER'S QUOTATION UNLESS SPECIFICALLY MADE IN WRITING AND SIGNED BY SELLER. Notice of any defect in goods or installation or nonconformity of same with the requirements of the contract between the parties shall be given to Seller by Buyer within three (3) days of discovery by Buyer, and Seller shall be given a reasonable time to cure the defect, or nonconformity, or the defect or nonconformity shall be deemed waived. Use of any defective or nonconforming items without notice of the defect or nonconformity shall waive all claims on account of such defect or nonconformity. Seller shall in no event be liable for any incidental, special, liquidated, or consequential damages.
11. This quotation is made in accordance with the provisions appearing in this quotation, but only in accordance with these Terms and Conditions. All contrary or additional terms appearing in any document previously received by Seller or in an acknowledgement or response hereto are rejected. In the event this quotation is referred to or in any way becomes a part of the contract between the parties, the provisions of this quotation including but not limited to these Terms and Conditions shall have priority over any conflicting provisions of any other document. No term in any form used by Buyer shall be binding upon Seller unless Seller has consented in writing thereto. Any response to this quotation which does not expressly reject it, and any order for any of the work, labor, or material described herein shall constitute acceptance of all of the provisions, terms and conditions of this quotation, including but not limited to these Terms and Conditions.



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of DEFINITIONS
Code	po0100 - R
Status	First Reading
Adopted	April 25, 2016
Last Revised	January 17, 2022

0100 - **DEFINITIONS**

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation. The District previously referred to administrative guidelines as rules.

Administrator

An employee who holds a position of leadership over a defined function or department of the District and who reports directly to the District Administrator.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members, and/or other stakeholders and members of the community.

Board

The School Board also commonly referred to as the Board of Education **shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).**

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.30)

District

The School District. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Administrator

The administrative head of the School District of Manawa.

In policy **and administrative guidelines**, capitalization of the term District Administrator **may imply** delegation of responsibilities, **as appropriate**, to **appropriate** staff members.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(g)(3))

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0171.10)

Principal

The educational leader and head administrator of one (1) or more District schools.

In policy and administrative guidelines, capitalization of the term Principal may imply~~implies~~ delegation of authority to delegate responsibilities, as appropriate, to ~~appropriate members of his/her~~ staff members.

Professional Staff Member

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent or member of the immediate household.

School Nurse

A school nurse is a registered nurse who meets the requirements of Wis. Stat. Sec. 115.001(11). A school nurse has the authority to exclude students for signs of illness.

School Official

Except if otherwise defined in policy, a~~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); or 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).~~ [DRAFTING NOTE: The term school official is inclusive of other parties, such as attorney, 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) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.]

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

Sometimes the administrative head of the School District is referred to as Superintendent but has the authority of the District Administrator by law.

In policy and administrative guidelines, capitalization of the **term "S" in Superintendent** **may imply implies** delegation of responsibilities, **as appropriate**, to **appropriate** staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board (See Bylaw 017**1.40**)

Vice-President

The Vice-President of the Board. (See Bylaw 017**1.20**)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 8/22/16
Revised 7/17/17
Revised 12/18/17
Revised 4/27/20

Revised 3/15/21

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of ELECTORAL PROCESS
Code	po0142.1 - L
Status	First Reading
Adopted	April 25, 2016
Last Revised	November 16, 2020

0142.1 - **ELECTORAL PROCESS**

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

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

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

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

Declaration of Candidacy

If an incumbent fails to file a Declaration of Candidacy by the 5:00 P.M. deadline on the first Tuesday in January, candidates may file a Declaration of Candidacy within seventy-two (72) hours following the original Tuesday deadline.

In addition, if an incumbent files written notification that the incumbent is not a candidate for reelection to their office or fails to file a declaration of candidacy within the time prescribed by this paragraph, the District Clerk shall promptly provide public notice of that fact on the District's website or, if the District does not maintain a website, by posting notices in at least three (3) different locations within the District.

Declaration of Non-Candidacy

If an incumbent files a Declaration of Non-Candidacy no later than 5:00 P.M. on the second Friday preceding the Tuesday deadline, there is no extension of the Tuesday deadline.

When the first Tuesday in January is a holiday the deadline becomes 5:00 P.M. the next day.

Legal 10.68 (5)(2b), Wis. Stats.
120.06 (1), 120.06 (6)(b), 120.06(6)(b)3m, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of VACANCIES
Code	po0142.5 - L
Status	First Reading
Adopted	April 25, 2016
Last Revised	February 22, 2021

0142.5 - **VACANCIES**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court;
- B. the incumbent's resignation;
- C. the incumbent's removal from office;
- D. the incumbent's conviction of a felony or imprisonment for one (1) or more years;
- E. the incumbent's election or appointment being declared void by a competent tribunal;
- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required;
- G. the incumbent's ceasing to possess the legal qualifications for holding office;
- H. the incumbent moving his/her residence out of the District;
- I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term.

The incumbent moving his/her residence out of the zone to which the person was elected may complete the term and would run for the position in their new zone after the completion of their elected term.

A vacancy shall be filled by the remaining members of the Board in accordance with 17.26, Wis. Stats.

Filling a Board Vacancy

Vacancies on the Board shall be filled by appointment made by the remaining Board members in accordance with State law and the guidelines in this policy.

Public notice of the Board vacancy shall be given by the District Administrator and shall include a deadline for filing letters of interest.

Any qualified elector of the District, and a resident of the apportioned geographical area when applicable, who is interested in filling the vacancy may submit a letter of interest to District Administrator or designee by the date specified in the vacancy notice. If one (1) or no letter of interest is received by the deadline, the deadline may be extended by a majority vote of the Board.

Candidates for a vacancy on the Board shall be considered at a properly noticed open meeting of the Board, unless there are exceptional reasons to consider the candidates in closed session. The Board may consider candidate(s) in a closed session only if the discussion involves financial, medical, social or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s).

A majority vote shall be required for all appointments to the Board. All votes shall be recorded, preserved and open to public inspection to the extent prescribed in Chapter 19, Wis. Stats. Secret ballots may only be used when Board members are electing officers. When making the appointment, Board members should consider the candidate's residency in the appropriate zone and interest and devotion to public education.

Appointment by the Board to fill a vacancy shall be by the members majority vote of the remaining existing Board consistent with Bylaw 0162 - Quorum and Bylaw 0167.1 - Voting. All votes shall be recorded, preserved and open to public inspection to the extent prescribed in ~~Wis. Stat.~~ Chapter 19, Wis. Stats. Secret ballots may only be used when Board members are electing officers.

If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by appointment of the Board President from among the applicants who completed the process noted above.

The appointee shall hold office until a successor is elected and takes office under ~~Wis. Stats.,~~ 120.06(4), Wis. Stats. When a vacancy occurs in the office of a Board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the 2nd following spring election. Elections to fill unexpired terms shall be held simultaneously with the elections for regular terms.

Any person upon being notified of his/her appointment shall be deemed to have accepted the appointment unless within five (5) days s/he files with the Clerk a written refusal to serve. Any newly appointed Board member shall, pending the filing of the oath of office, be seated on the Board and shall hold office until a successor is elected and takes office in accordance with State law.

Revised 7/18/16

Revised 4/27/20

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Legal 120.06(4), Wis. Stats
 17.03 et seq., Wis. Stats
 17.26 (1g)(a), Wis. Stats.
 120.12(28), Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT
Code	po0144.5 - R -HOLD - Add to Current One in March folder
Status	First Reading
Adopted	March 15, 2021

0144.5 - **BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. School Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, and conflicts of interest (see Bylaw 0144.3).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.
- M. Support all District employees in the proper performance of their duties by ensuring all staff members have access to quality professional development opportunities and receive regular, impartial job performance evaluations.
- N. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.
- O. Maintain open communication lines with all elements of the community and inform community members about the educational needs of the District, the actions of the Board, and the accomplishments of the District's educational programs.
- P. Recognize that the Board is responsible for overall management and control of District affairs and property, including the development of policies by which the schools are to be administered, but that the day-to-day administration of the educational program and school business shall be the responsibility of the District Administrator and other designated staff members.
- Q. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards and the National School Boards Association.
- R. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- S. Refrain from using their Board positions for personal partisan gain.
- T. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- U. Work continually with the administration to identify the needs, goals, and priorities of the District.
- V. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- W. No Board member shall act or fail to act ~~in his/her position~~ as a member of the Board ~~member~~ in violation of 946.12, Wis. Stats., regarding misconduct in public office.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. **The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.**

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether they are speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with the authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by a majority vote of the Board.

Board members' access to and request for School District records and information is governed by Board Bylaw 0143.2.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records **they create** **he/she creates**, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether **they** **he/she** can investigate the matter or **if it necessary to** contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

Legal

17.13, Wis. Stats.

946.12, Wis. Stats.

The National Association of School Boards

Last Modified by Melanie Oppor on March 17, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of OFFICERS
Code	po0152 - L
Status	First Reading
Adopted	October 1, 2015
Last Revised	April 23, 2018

0152 - OFFICERS

The Board shall elect, from among its members, a President, Vice-President, Treasurer, and a Clerk **and a school board secretary who need not be a member of the school board.** Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth Monday in April.

Election of officers shall be by a majority **vote of existing Board members present at a Board meeting of voting members.** Secret ballots may be utilized only for the election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall elect another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person shall serve until the next organizational meeting. The Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of State law and upon advice of legal counsel regarding the appropriate procedures.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The Board shall, in addition to other statutory requirements:

- A. designate depositories for school funds;
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once a month.

Revised 6/19/17

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Legal 19.88(1), Wis. Stats.
120.05, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of NOTICE OF REGULAR MEETINGS
Code	po0165.1 - L - Official Newspaper
Status	First Reading
Adopted	April 25, 2016
Last Revised	June 21, 2021

0165.1 - NOTICE OF REGULAR MEETINGS

Public notice of all **Board meetings, and other meetings subject to Policy 8309 - Open Meetings for Non-Board Committees,** shall be given pursuant to statute. **Such notice shall be given, without cost, to any news media which submits a written request for meeting notices and to a news medium likely to give notice in the District's geographic area. In addition, such notice shall be made public in at least one of the following ways:**

- A. **posting the notice in at least three (3) public places likely to give notice to persons affected;**
- B. **posting the notice in at least one (1) public place likely to give notice to persons affected and on the governmental body's website; or**
- C. **by paid publication in a news medium likely to give notice to persons affected.**

{ } The notice shall be given, without cost, to the District's official newspaper, the Waupaca County Post. DRAFTING NOTE: The official newspaper of the District, if required according to criteria in 985.05, Wis. Stats. }

The **notice shall list**~~Board shall cause to be posted at the Board office and in other locations considered appropriate by the Board, a notice listing~~ the date, time, place, and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

"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."

Notices of postings will be as follows: Manawa City Hall, Sturm Memorial Public Library, First State Bank of Manawa, the District Office bulletin board, and the School District of Manawa website.

The notice shall be given upon written request, to an individual, organization, firm, or corporation. The news media shall be entitled to receive, at their request, copies of such notices free of charge.

Revised 11/18/19

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Legal

19.84, Wis. Stats.

120.11(4), Wis. Stats.

985.05(3), Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT
Code	po1421 - NEW - R
Status	First Reading

1421 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

Criminal History Record Check

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

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

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

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

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

Employee Self-Reporting Requirement

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

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

The requirement to report a conviction or deferred 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. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.

Last Modified by Melanie Oppor on March 17, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of PHYSICAL EXAMINATION
Code	po1460 - L - Board Review
Status	First Reading
Adopted	October 17, 2016
Last Revised	January 17, 2022

1460 - PHYSICAL EXAMINATION

The Board requires any candidate who has been offered employment in a position that involves contact with children or the preparation of food for children, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire, ~~subject to further tests, in order to determine the physical capacity to perform assigned duties. Additional testing may be required to assure freedom from tuberculosis in communicable form. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.~~

No physical examination may be required of any employee who has filed an affidavit with the District Office requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.

Freedom from tuberculosis in a communicable form is a condition of employment.

The Board shall also require the candidate, based on a contingent job offer, to submit to a test for controlled substances the results of which must indicate there is no evidence of unlawful drug use. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator ~~or his/her designee~~ to speak to the health care provider who conducted the medical examination in order to get clarification.

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 1422.02 the successful candidate who is required to submit to a medical examination, as well as the health care provider who is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

The results of any physical examination conducted in the course of the employment process shall be solely for the purpose of determining employment eligibility or as may otherwise be required by law. Consideration of physical information in employment shall be consistent with the American's with Disabilities Act (ADA) as amended and the Wisconsin Fair Employment Act (WFEA). ~~In the event of a report of a condition that could influence job performance of the District Administrator, the Board President shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job~~

~~responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.~~

~~In the event of a report of a condition that could influence job performance of an administrator other than the District Administrator, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.~~

~~Freedom from tuberculosis in a communicable form is a condition of employment.~~

The Board shall assume any fees for required examinations.

Revised 4/23/18

Revised 11/19/18

T.C. 1/17/22

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Legal

- 118.25, Wis. Stats.
- 118.25(2)(a), Wis. Stats.
- 121.52(3), Wis. Stats.
- 29 C.F.R. Part 1630
- 29 C.F.R. Part 1635
- 42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Melanie Oppor on March 17, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210 - L
Status	First Reading
Adopted	October 17, 2016
Last Revised	April 27, 2020

2210 - **CURRICULUM DEVELOPMENT**

The District's curriculum and instruction programs shall be developed to support the District's mission, to align with Board adopted academic standards, and in accordance with State legal requirements. The Board shall provide the resources to develop and implement the curriculum within the financial capabilities of the District.

Professional staff, under the direction and supervision of the District Administrator or designee, shall be delegated the responsibility for proposing and developing a written, sequential curriculum plan for the District. The plan shall include those subject areas and grade levels as required by State regulations. Each subject area plan shall specify objectives, course sequence, course content, resources, a student assessment process, and an allocation of instructional time. Each plan shall include a program evaluation method that provides that the components of the plan shall be monitored continuously.

Communication and coordination among grade level and subject area staff members shall be emphasized on a four-(4)-year-old-kindergarten-through-grade-12 basis whenever curriculum is developed or reviewed.

The Board directs that the curriculum of this District:

- A. provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensures, consistent with 115 Wis. Stats. and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- D. consistent with 118.30 Wis. Stats. by incorporating State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilizes a variety of learning resources to accomplish the educational goals;
- H. encourages students to utilize guidance and counseling services in their academic and career planning;
- I. in the elementary grades, provides regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;

- J. in grades 5 to 8, provides regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, provides access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. provides regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in ~~Wis. Stats.~~ 253.15 (5), Wis. Stats.;
- N. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. **at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides effective with the 2022-23 school year;**
- P. provides that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. provides for multi-cultural education by including, at each level, courses or units that help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As the educational leader of this District, the District Administrator shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The District Administrator shall make progress reports to the Board periodically.

The District Administrator may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals. Each such innovative program must be consistent with Chapter 118 and appropriate State regulations and receive the approval of the Board.

The District Administrator shall report each such innovative program to the Board.

Unless the Board disapproves, the District Administrator may proceed to conduct the program.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board directs the District Administrator to pursue actively State and Federal aid in support of the District's innovative activities.

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Legal 118.01, 118.24, 121.02(1)(L), Wis. Stats.
 PI 8.01(2)(L)

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of HUMAN GROWTH AND DEVELOPMENT
Code	po2414 - Board Review
Status	First Reading
Adopted	October 17, 2016

2414 - HUMAN GROWTH AND DEVELOPMENT

The Board directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2), Wis. Stats.

[NOTE: Per 118.019(2), Wis. Stats., if instruction in human growth and development is provided, the following instructional program is recommended.]

Such instruction will, ~~to~~ include the following:

A. Medically accurate and age-appropriate instruction in the following topics:

1. the importance of communication about sexuality between the student and the student's parents or guardians
2. reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation
3. ~~puberty, pregnancy, parenting, body image, and gender stereotypes~~
4. ~~the skills needed to make responsible decisions about sexuality and sexual behavior throughout the student's life, including how to refrain from making inappropriate verbal, physical, and sexual advances and how to recognize, rebuff, and report any unwanted or inappropriate verbal, physical, and sexual behaviors~~
5. the benefits of and reasons for abstaining from sexual activity, **which shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent**
~~Instruction under this subdivision shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections and shall identify the skills necessary to remain abstinent~~
6. methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress
7. how alcohol and drug use affect responsible decision making
8. the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality
9. adoption resources, prenatal care, and postnatal supports
10. the nature and treatment of sexually transmitted infections

B. **The instructional program will also include the following:**

1. **address self-esteem and personal responsibility, positive interpersonal skill, and healthy relationships**

2. **identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships**
3. **↔ address the positive connection between marriage and parenting**
4. **↔ present information about avoiding stereotyping and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors**

[Note: If the District chooses to provide instruction in any of the areas listed under Section A above, they must also include instruction in the following areas, when age-appropriate, in the same course, and during the same year]

The following shall also be incorporated into the above subjects in the same course and during the same year:

- A. presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;
- B. emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;
- C. provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children;
- D. explains pregnancy, prenatal development, and childbirth;
- E. explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948, Wis. Stats.;
- F. explains the sex offender registration requirements under 301.45, Wis. Stats.; which shall include who is required to report, what information must be reported, who has access to the information reported, and the implications of being registered;
- G. provides medically accurate information about the human papillomavirus and the human immunodeficiency virus and acquired immunodeficiency syndrome; and
- H. **explains the process under 48.195, Wis. Stats., under which a parent of a newborn child may relinquish custody of the child to a law enforcement officer, emergency medical services practitioner, or hospital staff member**

The District shall use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities

A citizens' advisory committee shall be established, in accordance with Board Policy 9140 and 118.019(5), Wis. Stats., in order to ensure the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District in the design and implementation of this program area. The Board authorizes the curriculum to include separating students on the basis of gender as determined by the District Human Growth and Development Committee.

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under 118.01(2)(d)2c, Wis. Stats. unless exempted and under 118.01(2)(d)8, Wis. Stats.

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Legal 115.35, 118.019, Wis. Stats.
P.I. 8.01(2)(j), Wis. Adm. Code

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po3121 - R
Status	First Reading
Adopted	May 16, 2016
Last Revised	November 16, 2020

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

Criminal History Record Check

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

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

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

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

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

Employee Self-Reporting Requirement

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

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. 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. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

T.C. 11/16/2020

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Legal 111.335, Wis. Stats.

Last Modified by Melanie Oppor on March 17, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of DRUG-FREE WORKPLACE
Code	po3122.01 - L/R
Status	First Reading
Adopted	October 1, 2015
Last Revised	November 16, 2020

3122.01 - DRUG-FREE WORKPLACE

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain a drug-free workplace~~an educational setting which is free from alcohol and other drug abuse.~~

Prohibited Acts

The Board prohibits any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District-related activity or event:~~the manufacture, possession, use, distribution, or dispensing of any controlled substance or alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event.~~

- A. manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;
- B. using, distributing, or possessing drug paraphernalia; or
- C. unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.

Permitted Acts

~~S~~**Professional** staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member according to Wisconsin and Federal law, and take the prescription~~taken~~ in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Staff members who use or possess over-the-counter medications and take them in accordance with the recommended dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed and/or over-the-counter medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed and/or over-the-counter medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students. ~~Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161—Unrequested Leaves of Absence/Fitness for Duty.~~

CBD products are prohibited on District grounds and at school events.

Reasonable Suspicion Testing

Staff members shall be required to undergo alcohol and/or drug testing at any time the District has reasonable suspicion to believe that the staff member may have violated this policy.

Disciplinary Action

Any staff member who violates this policy shall be subject to disciplinary action, up to and including termination from District employment in accordance with the Employee Handbook and District policies. In addition to disciplinary action, the District may, at its discretion, refer the staff member to drug and alcohol counseling or to employee assistance or rehabilitation programs and/or may refer the matter to law enforcement.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements under the Drug-Free Workplace Act of 1988 and shall provide these to staff. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs with involvement of minors. If the District administration becomes aware of such circumstances, the matter will be investigated even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming ~~alcohol, illegal drug use, or controlled~~ substance abuse. However, the decision to seek diagnosis and accept treatment for ~~alcohol, illegal drug use, or controlled~~ substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Revised 6/19/17
Revised 12/18/17
Revised 6/15/2020

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Legal Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	PHYSICAL EXAMINATION
Code	po3160 - L
Status	First Reading
Adopted	October 17, 2016
Last Revised	January 17, 2022

3160 - PHYSICAL EXAMINATION

The Board requires any candidate who has been offered employment in a position that involves contact with children or the preparation of food for children, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire, ~~subject to further tests, in order to determine the physical capacity to perform assigned duties. Additional testing may be required to assure freedom from tuberculosis in communicable form. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.~~

~~[] The Board requires every employee to undergo a physical examination as a condition of ongoing employment every _____ years of employment. [END OF OPTION]~~

No physical examination may be required of any employee who has filed an affidavit with the District Office _____ requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.

~~[] The District Administrator may establish additional physical examination requirements for positions requiring particular demands or as may otherwise be required by law. Any fitness for duty examination shall be job-related and out of necessity for safe and proper performance of job duties. [END OF OPTION]~~

Freedom from tuberculosis in a communicable form is a condition of employment.

The Board shall also require the candidate, based on a contingent job offer, to submit to a test for controlled substances the results of which must indicate there is no evidence of unlawful drug use. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator ~~or his/her designee~~ to speak to the health care provider who conducted the medical examination in order to get clarification.

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 1422.02 the successful candidate who is required to submit to a medical examination, as well as the health care provider who is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of GRIEVANCE PROCEDURE
Code	po3340 - Board Review
Status	First Reading
Adopted	May 16, 2016
Last Revised	January 17, 2022

3340 - **GRIEVANCE PROCEDURE**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees shall be provided an opportunity to resolve certain matters affecting employment that the employee believes to be unjust.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety.

A grievance shall imply a dispute concerning an employee's discipline or termination of employment or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. **Principal/Supervisor:**

If anAny employee **believes they have**~~that believes s/he has~~ a matter subject to the grievance procedure **they** shall present the grievance to **their**~~his/her~~ immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of **their**~~his/her~~ decision.

B. **District Administrator:**

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business

days of the date the Principal's/Supervisor's written decision is issued, present their grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) business days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determined that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. **When the grievant is the District Administrator, the Board President shall be responsible for selection of the hearing officer and arranging a hearing.**

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one (1) individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be paid by the District.

D. Board:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose.

The Board's decision shall be by a majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include position elimination due to a reduction in force under Policy 3131 - Reduction in Staff.
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

D. "Business days" means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during schedule break periods.

Revised 8/22/16

Revised 4/27/20

T.C. 3/15/21

T.C. 1/17/22

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Legal 66.0509(1m), 118.22, 118.24 Wis. Stats.

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Book	Policy Manual
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Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po4121 - R
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Adopted	May 16, 2016
Last Revised	November 16, 2020

4121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

Criminal History Record Check

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

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

The criminal history screening that is completed on potential staff members and for volunteers assisting District staff, in compliance with ~~State and Federal law shall not allow for the discrimination on the basis of Protected Classes as identified in Policy 4122— Nondiscrimination and Equal Employment Opportunity.~~

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

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

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

Employee Self-Reporting Requirement

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

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. 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. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	DRUG-FREE WORKPLACE
Code	po4122.01
Status	First Reading
Adopted	October 1, 2015
Last Revised	November 16, 2020

4122.01 - DRUG-FREE WORKPLACE

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain a drug-free workplace~~an educational setting which is free from alcohol and other drug abuse.~~

Prohibited Acts

The Board prohibits any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District-related activity or event:~~the manufacture, possession, use, distribution, or dispensing of any controlled substance or alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event.~~

- A. manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;
- B. using, distributing, or possessing drug paraphernalia; or
- C. unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.

Permitted Acts

~~S~~**Professional** staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member according to Wisconsin and Federal law, and take the prescription~~taken~~ in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Staff members who use or possess over-the-counter medications and take them in accordance with the recommended dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed and/or over-the-counter medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed and/or over-the-counter medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students. ~~Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 4161—Unrequested Leaves of Absence/Fitness for Duty.~~

CBD products are prohibited on District grounds and at school events.

Reasonable Suspicion Testing

Staff members shall be required to undergo alcohol and/or drug testing at any time the District has reasonable suspicion to believe that the staff member may have violated this policy.

Disciplinary Action

Any staff member who violates this policy shall be subject to disciplinary action, up to and including termination from District employment in accordance with the Employee Handbook and District policies. In addition to disciplinary action, the District may, at its discretion, refer the staff member to drug and alcohol counseling or to employee assistance or rehabilitation programs and/or may refer the matter to law enforcement.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements under the Drug-Free Workplace Act of 1988 and shall provide these to staff. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty.

Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs with involvement of minors. If the District administration becomes aware of such circumstances, the matter will be investigated even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming ~~alcohol, illegal drug use, or controlled~~ substance abuse. However, the decision to seek diagnosis and accept treatment for ~~alcohol, illegal drug use, or controlled~~ substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Revised 6/19/17
Revised 12/18/17
Revised 6/15/2020

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Legal Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	PHYSICAL EXAMINATION
Code	po4160 - L
Status	First Reading
Adopted	October 17, 2016
Last Revised	January 17, 2022

4160 - PHYSICAL EXAMINATION

The Board requires any candidate who has been offered employment in a position that involves contact with children or the preparation of food for children, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire, ~~subject to further tests, in order to determine the physical capacity to perform assigned duties. Additional testing may be required to assure freedom from tuberculosis in communicable form. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.~~

~~[] The Board requires every employee to undergo a physical examination as a condition of ongoing employment every _____ years of employment. [END OF OPTION]~~

No physical examination may be required of any employee who has filed an affidavit with the District Office _____ requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.

~~[] The District Administrator may establish additional physical examination requirements for positions requiring particular demands or as may otherwise be required by law. Any fitness for duty examination shall be job-related and out of necessity for safe and proper performance of job duties. [END OF OPTION]~~

Freedom from tuberculosis in a communicable form is a condition of employment.

The Board shall also require the candidate, based on a contingent job offer, to submit to a test for controlled substances the results of which must indicate there is no evidence of unlawful drug use. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator ~~or his/her designee~~ to speak to the health care provider who conducted the medical examination in order to get clarification.

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 1422.02 the successful candidate who is required to submit to a medical examination, as well as the health care provider who is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

The results of any physical examination conducted in the course of the employment process shall be solely for the purpose of determining employment eligibility or as may otherwise be required by law. Consideration of physical information in employment shall be consistent with the American's with Disabilities Act (ADA) as amended and the Wisconsin Fair Employment Act (WFEA).~~In the event of a report of a condition that could influence job performance of the District Administrator, the Board President shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.
In the event of a report of a condition that could influence job performance of an administrator other than the District Administrator, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.
Freedom from tuberculosis in a communicable form is a condition of employment.~~

The Board shall assume any fees for required examinations.

Revised 7/17/17
Revised 4/23/18
Revised 11/19/18
T.C. 11/16/20
T.C. 1/17/22

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Legal 118.25, Wis. Stats.
 118.25(2)(a), Wis. Stats.
 121.52(3), Wis. Stats.
 29 C.F.R. Part 1630
 29 C.F.R. Part 1635
 42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	GRIEVANCE PROCEDURE
Code	po4340
Status	First Reading
Adopted	May 16, 2016
Last Revised	January 17, 2022

4340 - **GRIEVANCE PROCEDURE**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees shall be provided an opportunity to resolve certain matters affecting employment that the employee believes to be unjust.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety.

A grievance shall imply a dispute concerning an employee's discipline or termination of employment or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. **Principal/Supervisor:**

If anAny employee **believes they have**~~that believes s/he has~~ a matter subject to the grievance procedure **they** shall present the grievance to **their**~~his/her~~ immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of **their**~~his/her~~ decision.

B. **District Administrator:**

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business

days of the date the Principal's/Supervisor's written decision is issued, present their grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) business days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determined that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. **When the grievant is the District Administrator, the Board President shall be responsible for selection of the hearing officer and arranging a hearing.**

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one (1) individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be paid by the District.

D. Board:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose.

The Board's decision shall be by a majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include position elimination due to a reduction in force under Policy 3131 - Reduction in Staff.
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.
- D. "Business days" means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during schedule break periods.

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Revised 4/27/20
T.C. 3/15/21
T.C. 1/17/22

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Legal 66.0509(1m), 118.22, 118.24 Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of OPEN ENROLLMENT PROGRAM (Inter-District)
Code	po5113 - Board Review
Status	First Reading
Adopted	June 20, 2016
Last Revised	March 15, 2021

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

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

DEFINITIONS

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

A. Non-Resident District

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

B. Non-Resident Student

A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who is a resident of the State of Wisconsin and who pays tuition in accordance with State law.

D. Full-Time Enrollment

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

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program. Circumstances such as enrollment projections for a particular school, class, or program may influence optimum class size.

F. Program Size

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

G. Resident Student

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

FULL-TIME OPEN ENROLLMENT

A. Procedures for Processing of Open Enrollment Applications

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.

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

In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.

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

B. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Whether the Board has determined there is space in the schools, programs, classes, or grades within the District for non-resident students. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program. In determining the amount of space available, the District will count resident students, tuition waiver students under 121.84 Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) and are already attending public school in the District.

Other factors the District Administrator shall consider include, but shall not be limited to the following:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
- b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
- c. Enrollment projections for the schools of the District that include, but are not limited to, the following factors: the likely short-and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non- resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students, and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.
- d. The number of non-resident students currently attending the schools of the District for whom tuition is paid by another district under Section 121.78(1)(a), Wis. Stats.
- e. The number of resident home schooled or private school students likely to attend the schools of the District in accordance with Section 118.415, Wis. Stats.

2. Whether an applicant for a pre-kindergarten, early childhood resides in a district that offers the program for which application is made.
3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made, to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

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

The Board may request a copy of a non-resident student's disciplinary records from the resident School Board.

4. Whether the special education program or related services described in the non-resident student's Individualized Education Program ("IEP") are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the district has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to **the non-resident student's his/her** resident board under Wis. Stat. 115.777(1) or identified by **his/her the non-resident student's** resident school board under Wis. Stat. 115.77(1m)(a), but not yet evaluated by an individualized education program team.

If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the non-resident may be transferred to **their his/her** resident school district.

7. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

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

C. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

D. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation if space is available on a regularly-scheduled bus route. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by **their his/her** IEP.

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

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one of the statutory criteria and has not applied to more than three non-resident school districts. (See AG 5113 – Admission of Students Participating Under Open Enrollment)

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

DELEGATION TO DISTRICT ADMINISTRATOR

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

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.

Application of Emergency Orders

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

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

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of ATTENDANCE
Code	po5200 - L
Status	First Reading
Adopted	June 20, 2016
Last Revised	November 16, 2020

5200 - **ATTENDANCE**

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

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

Excuse Required

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a phone call or a written, signed, and dated letter stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each absence and instance of tardiness.

School Attendance Officer

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

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

Excused Absences

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

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

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

C. Permission of Parent or Guardian

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

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

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

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

G. High School Equivalency – Secured Facilities

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

H. Child at Risk

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

I. Election Day Official

A high school student, **including students enrolled in private schools and students enrolled in home-based private education**, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of **his/her/their** parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been

assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

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

A student may be excused from school, as determined by the School Attendance Officer, or their designee, for quarantine of the student's home by a public health officer.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

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

Truancy Plan

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

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

- A. guidelines for notifying the parents or guardians of the unexcused absences of a student and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school and identifying the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of truancy issues within the school district and enhance public involvement in reducing truancy.
- D. a guideline addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem.

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

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

Notice of Truancy

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

Notice of Habitual Truancy

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

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

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

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent **if s/he upon failure fails** to cause the child to attend school regularly as required by State law.

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

Referral to the District Attorney

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

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems if tests administered to the student within the previous year indicate that the student is performing at their grade level, the student need not be evaluated.
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

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

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed when they return to school. It is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute 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.

District Administrator Guidelines

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

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

Revised 8/22/16
Revised 11/19/18
Revised 4/27/2020

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

Last Modified by Melanie Oppor on March 17, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of PROMOTION, PLACEMENT, AND RETENTION
Code	po5410 - Board Review - L
Status	First Reading
Adopted	June 20, 2016
Last Revised	July 19, 2021

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 a "3" in **5-year-old Kindergarten**~~grades one (1)~~ through five (5) or a "D" or better in grades six (6) through eight (8) in literacy and numeracy. 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, 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

A student shall be promoted from 4th to 5th grade when the student meets the following criteria:

- A. **the student's score on the 4th grade examination, unless the student has been excused from taking the examination;**
- B. **the student's academic performance;**
- C. **recommendations of teachers, which are based solely on the student's academic performance.**
- D. **(↔) additional criteria specified by the Board. [END OF OPTION]**

A student shall be promoted from 8th to 9th grade when the student meets the following criteria:

- A. **the student's score on the 8th grade examination, unless the student has been excused from taking the examination;**
- B. **the student's academic performance;**
- C. **recommendations of teachers, which are based solely on the student's academic performance.**
- D. **(↔) additional criteria specified by the Board. [END OF OPTION]**

Legal

118.33 (6a), Wis. Stats.

Last Modified by Melanie Oppor on March 17, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL
Code	po5461 - L
Status	First Reading
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Last Revised	November 16, 2020

5461 - **CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL**

The Board shall establish programs to serve children in the District who are identified as "children-at-risk" in compliance with State statutes. This policy meets the requirements of State law which includes identifying and serving "children-at-risk" students as defined below:

Students who are at risk of not graduating high school because they are dropouts or are at least two (2) of the following:

- A. one (1) or more years behind their age group in the number of high school credits attained
- B. two (2) or more years behind their age group in basic skill level (math and reading)
- C. habitually truant
- D. parents
- E. adjudicated delinquents, and
- F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade

The District shall identify all children at-risk enrolled in the District. **The District shall annually develop a plan describing how the Board will meet the needs of such students, and assure that a plan is developed for each such student that describes how the District will meet each student's needs.** Each plan shall be completed on or before August 15th of each year.

All programs and services developed for "children-at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed.

The Board uses a Equitable Multi-Level System of Supports (EMLSS) Model that is designed as a continuum for Literacy, Mathematics, and Behavior. E MLSS is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

- A. multi-level, high-quality instructional approach for general, at-risk, advanced learners, and special education student needs;
- B. a balanced assessment system;

C. collaborative practices.

The Board will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of course or subject area ~~they are~~/he is enrolled through systemic practices of EMLSS. Student capabilities will be identified for RtI using multiple criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction's recommendations.

The District will maintain a EMLSS Continuum and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually.

Parent involvement will be actively solicited to improve student success. Community service agencies' participation and partnerships will be encouraged and actively sought to meet student needs.

Students shall be identified and referred to these programs and services in accordance with State regulations and guidelines established by the administration. An annual report concerning "children-at-risk" shall be made to the Board.

Revised 4/27/2020

T.C. 11/16/2020

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Legal 118.153, Wis. Stats.

P.I. 25

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114 - L
Status	First Reading
Adopted	March 15, 2021
Last Revised	January 17, 2022

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities;
5. whether the cost does not represent any significant deviation from the established practices or Board policy which may unjustifiably increase the expense.

Whether an expenditure is necessary is determined based on the needs of the program. The expenditure must be necessary to achieve an important program objective and it must be established that the expenditure addresses an existing need.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;

4. the cost aligns with identified needs based on results and findings from a needs assessment

5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

B. Conform to any limitations or exclusions set forth in the cost principles as required by law or in the terms and conditions of the Federal award.

C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.

E. Be determined in accordance with generally accepted accounting principles

F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the District Administrator shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;

2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or state pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures (as defined in Policy 7455 - Accounting System for Capital Assets):

- A. **Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.**
- B. **Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.**
- C. **Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity.**

- D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR 200.436 and 2 CFR 200.465.
- E. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- F. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

The District Administrator shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the District Administrator, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Wisconsin Department of Instruction (DPI) or the pass-through entity (Federal funds subject to 2 CFR Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

When Obligations are Made

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment.

This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:	The obligation is made:
Acquisition of Property	On the date the District makes a binding written commitment to acquire property
Personal services by an employee of the District	When the services are performed
Personal services by a contractor who is not an employee of the District	On the date the District makes a binding agreement to obtain the services
Performance of work other than personal services	On the date when the District makes a binding written commitment to obtain the work
Public utility services	When the District receives the services
Travel	When the travel is taken
Rental property	When the District uses the property
A pre-award cost that was properly approved by the Secretary under federal regulations, 2 CFR part 200, Subpart E	On the first day of the project period

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the awarding agency or the pass-through entity (e.g., Wisconsin Department of Public Instruction) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the end of the funding period unless an extension is authorized, or other terms are provided for in the grant. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

T.C. 1/17/22

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Legal
2 C.F.R. 200.344(b)
2 C.F.R. 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.458
34 C.F.R. 75.703
34 C.F.R. 76.707 - .708(a)

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Book	Policy Manual
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Title	Copy of POST ISSUANCE TAX EXEMPT BOND COMPLIANCE
Code	po6146 - L
Status	First Reading
Adopted	July 18, 2016

6146 - POST ISSUANCE TAX EXEMPT BOND COMPLIANCE

[NOTE: Final Policy should be reviewed by District Bond Counsel.]

The Board may from time to time issue bonds and other obligations. These interests are excludable from gross income for Federal income tax purposes or are excludable from interest that is paid in whole or in part by the Federal government or which bonds otherwise enjoy certain preferential treatment under the Internal Revenue Code of 1986, as amended, (the "code") or regulations ~~developed~~**promulgated** implementing the Code (the "regulations"). **Such obligations may include tax-exempt obligations and/or obligations eligible for tax credits (direct subsidies to the School District or tax credits to bond owners). All such tax-exempt obligations or tax-advantaged obligations are referred to herein as "Obligations," whether in the form of general obligation bonds, revenue bonds, bond anticipation notes, tax anticipation notes, lease-purchase obligations, installment-purchase obligations or otherwise.**

This policy document(s) practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for Federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The Federal tax law requirements applicable to each issue of Obligations will be detailed in the nonarbitrage or tax compliance certificate prepared by bond counsel (the "Tax Certificate") and signed by officials of the District and the post-closing compliance checklist provided by bond counsel with respect to such issue. This policy establish(es) a permanent, ongoing structure of practices and procedures that will facilitate compliance with the Code, Treasury Regulations and SEC Rule 15c2-12 (the "Rule").

The Board recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of the Obligations, and is an integral component of the District's debt management. Accordingly, the analysis of those facts and implementation of this Policy will require on-going monitoring and consultation with an attorney experienced in legal work relating to the issuance of tax-exempt obligations or tax-advantaged obligations ("Bond Counsel") and the District's accountants.

This policy doesn't address any post-issuance compliance requirements under State law. Nor is this policy a substitute, or a replacement, for any Tax Certificate or a post-issuance compliance checklist relating to specific Obligations. The District is responsible for compliance with any such Tax Certificate or post-issuance compliance checklist.

This policy may be modified, expanded, abridged, or otherwise amended only by the Board upon consultation with the District's attorney and Bond Counsel, but without any notice to or consent from any trustee, bondholder or any other person.

The general purpose of the policies set forth herein is to ensure compliance with post-issuance Federal tax requirements generally falling into the following two categories:

A. Qualified Use of Proceeds and Financed Property

Qualified use requirements generally require monitoring of the various direct and indirect uses of bond-financed property over the life of the bonds and calculations of the percentage of nonqualified uses.

B. Arbitrage Yield and Rebate

Arbitrage requirements also require monitoring over the life of the bonds to determine whether the yield on investments acquired with bond proceeds are properly restricted and the district must file Form 8038-T to pay a yield reduction payment and/or rebate payment.

Responsible Official

The Board designates the Business Manager as the Bond Compliance Officer with primary responsibility in post-issuance compliance. The compliance officer is authorized to obtain the assistance of the following in carrying out necessary functions under this policy:

- A. Bond Counsel – the District’s legal counsel that assists in the bond issuance
- B. External Financial Advisors – the District’s accounting firm or other financial advisor
- C. Bond Paying Agent/Trustee
- D. Rebate Analyst

All personnel that are responsible for ensuring post-issuance compliance with the tax rules must receive training or educational resources, as determined appropriate by the Bond Compliance Officer.

Post-Issuance Duties

The Bond Compliance Officer will engage in a detailed review of post-issuance tax compliance with the tax rules to identify instances of noncompliance and prevent violations from occurring, or timely correct identified violations, if possible. When failures to comply with post-issuance compliance requirements are identified, the Bond Compliance Officer will promptly consult with bond counsel to determine if remedial action is available, or if some other action is required.

Private Use

Bond-financed projects are subject to rules and limitations on private use. Private use includes non-governmental activity through leases, management agreements, research agreements, and other type of activity in which a non-governmental entity obtains a benefit or interest in the bond-financed project beyond that normally provided to the public. In the event such special usage is contemplated, the Bond Compliance Officer must assure compliance with applicable tax regulations.

Use of Bond Proceeds

The Bond Compliance Officer shall ensure that bond funds are used for the purpose for which the bond issue is authorized and that any project with a combination of authorized expenses from bond proceeds and other funds, result in expenses paid for with bond proceeds that are clearly identified and properly recorded.

The Bond Compliance Officer must ensure that investment activities are conducted at fair market value, and may employ bidding procedure to establish a safe harbor. The Bond Compliance Officer shall be aware of any yield restrictions on any bond issue and monitor such. In the event that reimbursement is required, the Bond Compliance Officer shall work with the District’s advisors to complete and record those transactions and to assure proper filings with the IRS.

Recordkeeping Requirements

The Bond Compliance Officer is responsible for the maintenance of records relating to the bond financings, and for the transfer of all such records to his/her successor. In the event that different persons are responsible for different aspects of compliance with the tax rules (for example, the investment of bond proceeds and expenditure of bond proceeds on projects), the Bond Compliance Officer will assure coordination with all involved and retention of complete records. The following records, as applicable, shall be retained:

- A. audited financial statements of the School District throughout the period of the bond issue
- B. appraisals, surveys, and studies pertaining to the facilities financed with the proceeds of bonds, as well as any and all contracts entered into for the construction, renovation or purchase of bond-financed facilities
- C. all public discourse concerning the bonds, including informative materials distributed by the District, as well as other publications, such as third party studies, newspaper articles, etc.
- D. paying Agent or trustee statements
- E. all records regarding the management of bond funds, including investments and the gains (or losses) from such investments; and including specifically trustee statements regarding investments, investment contracts, or other such instruments

- F. Board resolutions authorizing reimbursement of bond funds or earned interest, and accounting of any such disbursements
- G. ledger of bond expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills and cancelled checks with respect to such expenditures)
- H. records of the sale of any bond-financed facilities, including Board resolutions, sales documents, and accounting of proceeds from such sale
- I. record of any private business uses of bond-financed facilities after the issue, including leases and subleases, licenses, management contracts, research contracts, naming rights agreements or other arrangements which provide special legal entitlements to nongovernmental persons or entities
- J. arbitrage rebate reports and records of rebate and yield reduction payments, if any
- K. resolutions or minutes of Board meetings at which any action was taken by the Board pertaining to the bond issue or subsequent treatment, including any formal elections under the Code or Regulations
- L. copies of each Form 8038-T and Form 8038-R filed with the IRS and any other forms or documents filed with the IRS, and
- M. any other documents or Board minutes regarding the Bond issue, financing, facilities, investments, reimbursements, governmental review reports, etc.

The Bond Compliance Officer is responsible for the maintenance of records relating to the bond financings and for the transfer of all such records to his/her successor. In the event that different persons are responsible for different aspects of compliance with the tax rules (for example, the investment of bond proceeds and expenditure of bond proceeds on projects), the Bond Compliance Officer will assure coordination with all involved and retention of complete records. **The Board may also enter into a contract with a third party to assist the District in complying with its continuing disclosure obligations.**

Records of appraisals, surveys, and studies pertaining to the facilities financed with the proceeds of bonds, as well as any and all contracts entered into for the construction, renovation or purchase of bond-financed facilities, as applicable, shall be retained.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of STUDENT FEES, FINES, AND CHARGES
Code	po6152 - R
Status	First Reading
Adopted	July 18, 2016
Last Revised	January 17, 2022

6152 - STUDENT FEES, FINES, AND CHARGES

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. No student shall be denied any educational opportunity because of his/her inability to pay any fee or charge imposed. (See also **Policy 6152.01—Waiver of School Fees or Fines; and DPI guidance** ([HTTP://www.dpi.wi.gov/sfs/finances/budgeting/school-fees](http://www.dpi.wi.gov/sfs/finances/budgeting/school-fees)) regarding school fees.)

A charge shall not exceed the combined cost of the material used, freight and/or handling charges. Money received from resale of such material shall be returned to the Business office with an accurate accounting of all transactions.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees (including trip fees) or fines collected by members of the staff **should be handled pursuant to Policy 6630 - Cash Handling and Deposits or other appropriate District procedures.** ~~are to be turned into the school office no later than the end of the day on which the money was collected. If the school office is not open or accessible, the collected monies should be deposited in the financial institution designated by the District or in another secure location specified by the District no later than the end of the day on which the money was collected. Staff are prohibited from leaving collected money in classrooms overnight or taking collected money home. Money shall be deposited by the District no less than one (1) week after collected with a full accounting of all transactions.~~

In the event the above course of action does not result in the fee being collected, the Board authorizes the Business Manager to take the student and/or his/her parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, attend school, achieve academic success, or be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed, shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

Revised 8/22/16

Revised 7/17/17

Revised 11/18/19

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Legal	118.55(5), Wis. Stats.
	120.12(11), Wis. Stat
	120.12(17), Wis. Stats.
	120.12(22), Wis. Stats.
	121.54(8), Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of FACILITIES PLANNING
Code	po7100 - Board Review
Status	First Reading
Adopted	November 21, 2016

7100 - FACILITIES PLANNING

The Board ~~of Education~~ recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In ~~an effort to align order to assure that future~~ District facilities inventory with construction supports the needs of the educational program and of the responds to community ~~needs~~, the Board will prepare a capital ~~expenditures~~construction plan and will review and revise that plan periodically thereafter. ~~The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.~~

In order to apprise the Board ~~regarding of the continuing relevance of~~ the Board's facilities~~capital~~ construction plan, the District Administrator shall:

- A. annually report to the Board on the number of resident students attending school and the number of new residential units approved in the District;
- B. report to the Board on the enrollment by grades during the school year annually;
- C. other factors impacting the enrollment or enrollment projections, such as open enrollment trends, community development initiatives, and other factors;
- D. conduct a "four-(4)-year-old kindergarten census" each spring of the number of students who will be enrolled in the District schools in September and report the results to the Board by July 1st;
- E. prepare student enrollment projections every year;
- F. provide a report regarding the state of current District facilities, including maintenance needs and schedules, sufficiency of space and additional space requirements;
- G. to the extent additional space needs are identified, provide possible solutions including building additions, renovations, new construction, availability of suitable space for lease, or other options.

~~Information gathered in the conduct of the census shall include the age, gender, race and disability, of each child between the ages of birth and nineteen (19) in this District.~~

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. In addition, the Board may engage the services of an architectural firm to conduct a facilities study and to make recommendations. ~~Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.~~

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Book	Policy Manual
Section	For Board Review - Vol. 31, No. 1
Title	Copy of CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES
Code	po8450 - L/R
Status	First Reading
Adopted	November 21, 2016

8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever, and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Health Services (hereinafter referred to as DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, **a teacher, school nurse, or the building principal, or health paraprofessional** will isolate the student in the building and contact the parents/guardians **and may choose to send the student home. The staff member shall contact the Waupaca County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those** ~~Protocols~~ established by the Wisconsin Department of Health Services.

Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic. See Policy 8420.01 – Epidemics and Pandemics.

Protocols shall be developed with consideration for the following resources:

- A. **Statewide declaration of emergency and related orders;**
- B. **guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;**
- C. **local health department officials and local medical professionals;**
- D. **parent and/or student groups; and**
- E. **other resources developed for and specific to the circumstances facing the District.**

Legal

252.10, 252.19, 252.21, Wis. Stats.

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	FMLA LEAVE
Code	ag1630.01 ** - Review - Dist. Admin/Business Manager
Status	First Reading

NEW GUIDELINE - VOL. 31, NO. 1

1630.01 - FMLA LEAVE

Definitions Applicable to FMLA Leave

The term child (i.e., son or daughter) means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and incapable of self-care because of a mental or physical disability (as defined by the Americans with Disabilities Act (ADA), as amended) at the time the FMLA leave is to commence.

The term spouse means all individuals in legal marriages, regardless of where they live. More specifically, the definition of spouse is a husband or wife as defined or recognized in the State where the individual was married (place of celebration), and specifically includes individuals in lawfully recognized same-sex and common law marriages. The definition further includes an individual in a marriage that was validly entered into outside the United States if it could have been entered into in at least one (1) State. Civil unions are not considered marriages under the FMLA.

The term incapable of self-care means that the individual requires active assistance or supervision to provide daily self-care in three (3) or more of the activities of daily living (ADLs) (e.g., caring appropriately for one's grooming and hygiene, bathing, dressing, eating) or instrumental activities of daily living (IADLs) (e.g., cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.).

An employee is unable to perform the functions of the position where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position. Additionally, an employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.

Leave for Adoption or Foster Care

Eligible employees may take FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement or foster care to proceed. Permissible absences include, but are not limited to, the employee attending a required counseling session, appearing in court, consulting with the attorney or the doctor(s) representing the birth parent, submitting to physical examinations, or traveling to another country to complete an adoption.

Military Family Leave Entitlements

A. Military Caregiver Leave

Eligible employees may take up to twenty-six (26) weeks of unpaid FMLA leave, in a single twelve (12) month period, to care for a covered service member with a serious injury or illness. The single twelve (12) month period begins on the first day the eligible employee takes Military Caregiver Leave and ends twelve (12) months after that date. If the employee does not use the entire twenty-six (26) work weeks leave entitlement during the single twelve (12) month period of leave, the remaining work weeks of leave are forfeited.

For purposes of Military Caregiver Leave, the covered service member may be a 1) current member of the Armed Forces

(including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or 2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the period of five (5) years prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. For an individual who was a member of the Armed Forces and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period between October 28, 2009, and March 8, 2013, shall not count towards the determination of the five-year period for covered veteran status.

Serious injury or illness for purposes of Military Caregiver Leave is defined as an injury or illness incurred by a covered service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the covered service member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the service member medically unfit to perform the duties of the service member's office, grade, rank, or rating.

In the case of a veteran, a serious injury or illness means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by the service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran and is 1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; 2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; 3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or 4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

The term son or daughter of a covered service member means a covered service member's biological, adopted, or foster child, stepchild, legal ward, or child for whom the service member stood in loco parentis, and who is of any age. Similarly, the term parent of a covered service member means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. (The term does not include parents-in-law.)

The term next of kin means the service member's nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of Military Caregiver Leave under the FMLA, in which case the designated individual shall be deemed to be the covered service member's next of kin. All family members sharing the closest level of familial relationship to the covered service member are considered the covered service member's next of kin, unless the covered service member has specifically designated an individual as their next of kin for Military Caregiver Leave purposes. While an eligible employee may care for more than one (1) seriously injured or ill covered service member at the same time, the employee may not take more than twenty-six (26) work weeks of leave during each single twelve (12) month period.

Military Caregiver Leave is a per-service member, per-injury entitlement. Therefore, an eligible employee may take twenty-six (26) work weeks of leave to care for one (1) covered service member in a single twelve (12) month period, and then take another twenty-six (26) work weeks of leave in a different single twelve (12) month period to care for another covered service member or to care for the same service member with a subsequent serious injury or illness (e.g., if the service member is returned to active duty and suffers another injury). Additionally, an eligible employee could take FMLA leave, after the end of the single twelve (12) month period for Military Caregiver Leave, to care for a covered service member if the member is a qualifying family member under non-military FMLA and the eligible employee has a serious health condition.

B. Qualifying Exigency Leave

Eligible employees may take up to twelve (12) weeks of unpaid FMLA leave for any of the following qualifying exigencies that are related to the fact that the employee's spouse, son, daughter or parent is on covered active duty or call to covered active duty status, or has been notified of an impending call or order to covered active duty in the Armed Forces:

1. Issues arising from a qualifying family member's short-notice deployment (i.e., deployment on seven (7) or less calendar days of notice) for a period of seven (7) days from the date of notification.
2. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to a qualifying family member's covered

active duty or call to covered active duty status.

3. Certain childcare and related activities arising from a qualifying family member's covered active duty or call to covered active duty status, such as arranging for alternative childcare, providing childcare on an urgent, immediate need basis (but not on a routine, regular, or everyday basis), enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member (this does not include providing child care on a routine, regular or everyday basis).
4. Making or updating financial and legal arrangements to address a qualifying family member's absence (e.g., preparing and executing financial and healthcare power of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, obtaining military identification cards, or preparing or updating a will or living trust) and acting as the military member's representative before a Federal, State, or local agency for purposes of obtaining, arranging, or appealing military service benefits while the military member is on covered active duty or call to covered active duty status, and for a period of ninety (90) days following the termination of the military member's covered active duty status.
5. Attending counseling provided by someone other than a healthcare provider for oneself, the qualifying family member, or the child of the qualifying family member, the need for which arises from the qualifying family member's covered active duty or call to covered active duty status. The child must be the military member's biological, adopted, or foster child, stepchild, legal ward or child for whom the military member stands in loco parentis, who is either under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.
6. Taking up to fifteen (15) days of leave to spend time with a qualifying family member who is on short-term, temporary, rest and recuperation leave during the deployment.
7. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the qualifying family member's covered active duty status, and addressing issues arising from the death of a qualifying family member.
8. Providing parental care for a parent of a military member who is incapable of self-care and is the military member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member when the member was under eighteen (18) years of age. Incapable of self-care means the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living (includes adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing and eating) or instrumental activities of daily living (includes cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.). Parental care includes 1) arranging for alternate care when the parent is incapable of self-care and the covered active duty or call to covered active duty status necessitates a change in the existing care arrangement for the parent; 2) providing care on an urgent, immediate need basis (but not on a routine, regular or everyday basis) when the parent is incapable of self-care and the need to provide such care arises from covered active duty or call to covered active duty status; 3) admitting or transferring to a care facility a parent when admittance or transfer is necessitated by the covered active duty or call to covered active duty status; and 4) attending meetings with staff at a care facility, such as meetings with hospice or social service providers for a parent when such meetings are necessary due to circumstances arising from the covered active duty or call to covered active duty status but not for regular or routine meetings.
9. Any other event that the employee and the Board agree is a qualifying exigency.

The term qualifying family member for purposes of Qualified Exigency Leave means a staff member's spouse, son, daughter or parent.

The term covered active duty or call to covered active duty status for purposes of Qualified Exigency Leave means duty for a member of the Regular Armed Forces during deployment of the member with the Armed Forces to a foreign country, and, in the case of a member of the Reserve components of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to Sections 688, 12301(a), 12302, 12304, 12305, 12406, or Chapter 15 of Title 10 of the United States Code or any other provision of law during a war or during a national emergency declared by the President or Congress as long as it is in support of a contingency operation.

The term son or daughter means the employee's biological, adopted, or foster child, stepchild, legal ward, or child for whom the employee stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. Similarly, the term parent means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter. (The term does not include parents in-law.)

Employee Request for FMLA Leave

While eligible employees are not required to expressly request unpaid FMLA leave, it is requested that eligible employees who seek an unpaid FMLA leave for any of the approved reasons complete and submit to the District Administrator a written request for FMLA leave.

Employee Certifications

Eligible employees who apply for FMLA leave to care for an immediate family member must submit DOL Form (WH-380-F; Certification of Health Care Provider for Family Member's Serious Health Condition).

Eligible employees who apply for FMLA leave for the employee's own serious health condition must submit DOL Form (WH-380-E; Certification of Health Care Provider for Employee's Serious Health Condition).

The District Administrator shall attach a statement of the essential functions of the employee's position for the health care provider to review. In order for the Certification Form to be considered sufficient, the health care provider must specify what function of the employee's position the employee is unable to perform so that the District can then determine whether the employee is unable to perform one (1) or more essential functions of the employee's position.

Eligible employees who apply for Military Caregiver Leave must submit DOL Form (WH-385; Certification for Serious Injury or Illness of Covered Service Member - for Military Family Leave or WH-385-V, Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave). The form may be completed by a Department of Defense (DOD) health care provider, Veterans Affairs health care provider, a DOD TRICARE network authorized private health care provider, a DOD non-network TRICARE authorized private health care provider, or any health care provider as defined by 29 C.F.R. 825.125.

Additionally, with respect to Military Caregiver Leave, the District will accept the submission of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA), in lieu of the DOL Form, for the time period specified in the ITO or ITA. The ITO or ITA submitted by the employee need not list the employee as the named recipient of the ITO/ITA, provided the employee is the spouse, parent, son, daughter or next of kin of the covered service member. If the covered service member's need for care extends beyond the expiration date specified in the ITO or ITA, the employee is responsible for submitting the DOL Form for the remainder of the employee's leave period. The District will also accept, with respect to Military Caregiver Leave, documentation indicating the service member's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers, regardless of whether the employee is the named caregiver in the documentation. Employees are advised that the District Administrator may seek authentication and clarification of such documentation, and may require an employee to provide confirmation of covered family relationship to the seriously injured or ill service member and documentation showing that the discharge was other than dishonorable and the date of the veteran's discharge.

It is the employee's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the employee or the employee's family member in order for the health care provider to release a complete and sufficient certification to the Board to support the employee's FMLA request.

In all instances in which certification is requested, it is the employee's responsibility to provide the Board with complete and sufficient certification, and failure to do so may result in denial of FMLA leave.

Eligible employees who apply for any of the three (3) preceding types of FMLA leave must also execute and provide to the eligible employees health care provider a HIPAA-compliant release form.

If the District Administrator deems a medical certification to be incomplete or insufficient, the District Administrator shall notify the employee, in writing, what information is lacking, and the employee will have seven (7) calendar days to cure the deficiency. The District Administrator (i.e., the Board's health care provider, human resource professional, leave administrator, or other management official, but not the employee's direct supervisor) may contact the certifying health care provider for clarification concerning or to authenticate the content of a medical certification. The representative, however, shall not ask the health care provider for additional information beyond that required by the certification form.

Employees who take leave for the employee's own serious health condition, prior to returning to work, must submit to the District Administrator a Fitness-for-Duty Certification. Again, the employee will need to have executed and provided to their Health Care Provider a HIPAA-compliant form.

Eligible employees who apply for FMLA leave for Qualifying Exigency Leave must submit DOL Form WH-384; Certification of Qualifying Exigency for Military Family Leave. Specifically, the first time the employee requests Qualifying Exigency Leave, the employee must provide a copy of the qualifying family member's covered active duty orders or other documentation issued by the military that indicates that the qualifying family member is on covered active duty or call to covered active duty status, and the dates of the qualifying family member's covered active duty service. Additionally, each time that the employee requests leave for

one of the above-listed qualifying exigencies, the employee must certify the exigency necessitating leave. Such certification supporting leave for a qualifying exigency includes:

- A. appropriate facts supporting the need for leave, including any available written documentation supporting the request and the type of qualifying exigency;
- B. the appropriate date on which the qualifying exigency commenced or will commence, and, if requested for a single, continuous period of time, the beginning and end dates for such absence;
- C. where leave will be needed on an intermittent basis, an estimate of the frequency and duration of the qualifying exigency;
- D. appropriate contact information if the exigency involves meeting with a third party and a brief description of the purpose of the meeting; and if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders or other documentation issued by the military that indicates the military member has been granted Rest and Recuperation leave and the dates of such leave.

Employees are advised that if the qualifying exigency involves a meeting with a third party, the District Administrator may verify the schedule and purpose of the meeting with the third party. Also, the District Administrator may contact the appropriate unit of the Department of Defense to confirm that the qualifying family member is on covered active duty or call to covered active duty status.

All of the certifications identified above must be submitted by the employee within fifteen (15) calendar days after the District provides the employee with the applicable DOL Form unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. An employee may not be held liable for administrative delays in the issuance of military documents, despite the employee's diligent, good faith efforts to obtain such documents.

Light Duty

Time spent performing light duty work does not count against an employee's FMLA leave entitlement.

District Notices to Employees (Forms are available on the U.S. Department of Labor Website: www.dol.gov)

If the information included in the Employee Rights and Responsibilities Notice changes, the District Administrator will inform the employee of such changes within five (5) business days of receipt of the employee's first notice of the need for FMLA leave subsequent to any change. The Business Manager is charged with responsively answering questions from employees concerning their rights and responsibilities.

If it is not possible to provide the number of hours, days or weeks that will be counted as FMLA leave (e.g., where the leave will be unscheduled), the District Administrator will provide this information upon request by the employee, but no more often than every thirty (30) days and only if leave was taken during the period. The notice of the amount of leave counted against the employee's FMLA entitlement may be oral or in writing. If such notice is oral, it shall be confirmed in writing, no later than the following payday that is at least one (1) week after the oral notice. Such notice may be in any form, including a notation on the employee's pay stub.

FMLA Leave and Mandatory Overtime

Employees with proper medical certification may use FMLA leave in lieu of working required overtime hours. Thus, hours that an employee would have been required to work but for the taking of FMLA leave will be counted against the employee's FMLA entitlement.

Calculating the Amount of FMLA Leave Used by an Employee

For purposes of determining the amount of FMLA leave used by an employee, the fact that a holiday may occur within the work week taken as FMLA has no effect; the week is counted as a week of FMLA leave. If, however, the employee is using FMLA leave in increments of less than one (1) week, the holiday will not count against the employee's FMLA leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday. Similarly, when an employee is not scheduled to work during winter, spring or summer vacation (i.e., during a period when some or all employees are not expected to work for one (1) or more weeks), the days the employee is not scheduled to work shall not count against the employee's FMLA leave entitlement.

When an employee takes FMLA leave on an intermittent or reduced leave schedule basis, the leave shall be accounted for by using an increment no greater than the shortest period of time that the District uses to account for use of other forms of leave provided that it is not greater than one (1) hour and provided that the employee's FMLA leave entitlement is not reduced by more than the amount of leave actually taken.

Maintenance of Employee Benefits

The same group health plan benefits provided to an employee prior to taking FMLA leave shall be maintained during the FMLA leave (e.g., if family member coverage is provided to an employee, family member coverage shall be maintained during the FMLA leave). Similarly, benefit coverage during FMLA leave for medical care, surgical care, hospital care, dental care, eye care, mental health counseling, substance abuse treatment, etc., shall be maintained during leave if provided in the District's group health plan, including a supplement to a group plan.

If an employee chooses not to retain group health plan coverage during FMLA leave, the employee will be reinstated, upon return from leave, on the same terms as prior to taking the leave, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc. All other employee benefits will be maintained during leave subject to applicable policy requirements and consistent with maintaining employee eligibility to receive the same benefits following leave that the employee had prior to leave in the same manner as provided to other similarly situated employees.

Costs Associated with Medical Certification and Recertification

The employee is responsible for any costs associated with obtaining the original medical certification required to qualify for the use of unpaid FMLA leave. Likewise, if the Board requires an employee to submit recertification for any of the reasons specified in Policy 1630.01, the employee is responsible for any costs associated with the recertification. Finally, the employee is responsible for the cost of a new medical certification each leave year for medical conditions that last longer than one (1) year.

~~**[] Periodic Status Reports [Drafting Note: Periodic status reports are not mandated by the FMLA.]
When an employee takes a continuous unpaid FMLA leave, the District Administrator may require the employee to complete periodic status concerning the employee's intent to return to work. If the District Administrator is going to require such reports, the requirement will be specified in the Notice of Eligibility and Rights & Responsibilities that is issued to the employee at the outset of the FMLA leave.**~~

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	EARLY COLLEGE CREDIT PROGRAM
Code	ag2271 - L
Status	First Reading
Adopted	April 23, 2018

2271 - EARLY COLLEGE CREDIT PROGRAM

The Board recognizes the value to students of participating in programs offered by institutions of higher education under the State's Early College Credit Program. The following guidelines have been established to ensure that the Early College Credit Program operates efficiently and in accordance with State law and the administrative rules of the Department of Public Instruction. To the extent that these guidelines are ambiguous or inconsistent with applicable law or administrative rules, the law or rules shall govern.

Enrollment in Institutions of Higher Education

Any student may enroll in one (1) or more nonsectarian courses in an institution of higher education, which includes institutions in the University of Wisconsin system, a tribally controlled college or a private, nonprofit institution of higher education located in the State, that has notified the State Superintendent of its participation in the program and complies with 118.13(1) (non-discrimination). The student may take courses for high school credit, ~~or~~ postsecondary credit, or both.

Eligibility

To be eligible to participate in the program, a student must be enrolled in high school and not attending a technical college under Sec. 38.12(14) ~~118.55(7+)~~ or 118.15, Wis. Stats.

Application for Enrollment

- A. The student is responsible for submitting an application for enrollment to the institution of higher education. The application must indicate whether the course(s) will be taken for high school or postsecondary credit. The student must also specify on the application that if admitted, the institution of higher education may disclose the student's grades, course(s) and attendance record to the School District.
- B. student or his/her parent must also complete and submit the Intent To Participate Form available from the Student Services Office or the Department of Public Instruction to the high school administration by: February 1st for summer session attendance; by March 1st for Fall Semester attendance; or by October 1st for Spring semester attendance. ~~March 1st if the student intends to enroll in the next fall semester and by October 1st if s/he intends to enroll in the spring semester.~~
- C. Failure to meet these deadlines shall exclude the student from the program for that session or semester.

Counseling Services

The student and parents must participate in the following counseling services provided by the high school counselors:

- A. **Program Eligibility and Credit Options**
- B. **Responsibilities and Potential Consequences**

Among the responsibilities and potential consequences of participation the student must be willing to accept are:

1. increased student responsibility for learning because of less instructional guidance;
2. reduced opportunities to participate in high school co-curricular and extra-curricular activities;
3. increased financial obligations for tools, calculators, instruments, and incidental fees, unless the School Board agrees to loan such equipment to the student;
4. potential loss of after-school employment opportunities;
5. possible effect on grade point average and class standing;
6. possible delay of graduation; and
7. increased time for travel, study, etc.

C. Potential benefits are:

1. expanded curriculum offerings;
2. opportunities to study in more depth those areas of special interest or need;
3. opportunities to earn both high school and postsecondary credits while still in high school;
4. opportunities for financial support for taking postsecondary courses while still in high school; and
5. opportunities to experience postsecondary level work and life prior to making final decisions about whether and/or where to attend a postsecondary institution.

D. Admission and Scheduling

1. If the student withdraws from the postsecondary course(s) within two (2) weeks after the start of the course, the student will be re-enrolled in the high school classes that were previously dropped.
2. Reasonable efforts will be made in scheduling to accommodate the needs of students who will be leaving the high school campus in order to participate in this program. However, scheduling conflicts are not the responsibility of the District. Revising the master schedule and/or unduly overloading classes are not required in order to accommodate schedule requests.

A student will be admitted to an institution of higher education only if the institution has space available and the student meets the admission criteria of the institution.

The District will assist the student in the admission process by providing transcripts and other related documents. However, the institution of higher education shall have the sole discretion whether to admit the student. Students who are awaiting acceptance should register for high school classes as if they were not participating in the program. Schedule changes will then be made prior to the start of each semester for those students who receive notice of admission. The institution of higher education must notify the District, in writing, within thirty (30) days after the beginning of classes that a student has been accepted and for which courses.

E. Financial Responsibilities and Limitations

~~University of Wisconsin System Institution of Higher Education/High School Credit, No Comparable Course
The School District shall pay for, on behalf of a student taking a course at a University of Wisconsin system institution of higher education, which the School Board (or the State Superintendent on appeal) has determined qualifies for high school credit and is not comparable to a course already offered in the School District, the tuition, fees, books, and other necessary materials directly related to the course. However, the student shall be responsible for providing pens, pencils, and notebooks typically used and paid for by the student while taking a course at the School District. Further, any equipment purchased by the School District for use by the student in the course (e.g., calculator, computer, tools) shall be the property of the School District and shall be returned to the School District upon completion of the course.~~

~~Private Institution of Higher Education/High School Credit, No Comparable Course
The School District shall pay for, on behalf of a student taking a course at a private institution of higher education, which the School Board (or the State Superintendent on appeal) has determined qualifies for high school credit and is not comparable to a course already offered in the School District the lesser of:~~

- ~~A. the actual cost of the tuition, fees, books, and other necessary materials directly related to the course, or~~
- ~~B. an amount determined under Section 118.55(5)(c), Wis. Stats.~~

~~However, the student shall be responsible for providing pens, pencils, and notebooks typically used and paid for by the student while taking a course at the School District. Further, any equipment purchased by the School District for use by the student in the course (e.g., calculator, computer, tools) shall be the property of the School District and shall be returned to the School District upon completion of the course.~~

~~The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.~~

~~Postsecondary Credit~~

~~A student taking a postsecondary course or courses for postsecondary credit is solely responsible for the tuition and fees for the postsecondary course. The District has no responsibility for these costs.~~

~~High School Credit/Comparable Course~~

~~A student taking a postsecondary course or courses, which the School Board has determined is comparable to a course offered in the School District, is solely responsible for the tuition and fees for the postsecondary course. The District has no responsibility for these costs.~~

~~Reimbursement for Failing Grade or Failure to Complete a Course~~

~~If a student receives a failing grade in a course or fails to complete a course, the student's parent or guardian, or the student if an adult, shall reimburse the School District the amount paid on the student's behalf under this program. If the School Board is not reimbursed as requested, the student shall not be eligible for further participation in the program. A grade that constitutes a failing grade in the School District shall constitute a failing grade under this section of the guideline.~~

~~Transportation~~

~~The School District is not responsible for transporting a student attending an institution of higher education under this program to or from the institution that the student is attending.~~

~~A student's parent or guardian, who is unable to pay for transportation, may however, seek reimbursement for such costs from the State Superintendent.~~

F. High School Credit for Postsecondary Coursework Under The Program

A student may be granted one-fourth (1/4) high school credit per one (1) semester credit offered by a postsecondary course. To receive high school credit, the student must complete the postsecondary course and receive a passing grade.

In addition, the postsecondary course must meet a requirement for graduation and satisfy one (1) or more of the following conditions:

1. The postsecondary course is complementary to, consistent with, or expands on the course offered by the District.
2. The postsecondary course offers the opportunity for the student to move to another level of academic or vocational study.
3. The postsecondary course content meets or exceeds the same standards for rigor and substance as other such courses approved, but not offered, by the District for graduation.
4. The postsecondary course supports rather than prevents the student from completing his/her high school graduation requirements, **including by fulfilling any core or elective requirement for graduation.**

G. ~~The principal may deny high school credit for any of the following reasons:~~

- ~~1. The postsecondary course is comparable to one offered by the School District.~~
- ~~2. The postsecondary course repeats the content of a course for which the student has already received a passing grade and high school credit.~~
- ~~3. The course repeats the content of a postsecondary course the student has already taken and failed.~~

H. Appeal Process

~~A student may appeal satisfaction of high school graduation requirements, the number of high school credits to be awarded, or the comparability of courses as they relate to this program to the State Superintendent within thirty (30) days after the principal's decision in accordance with the process stipulated by the Department of Public Instruction.~~

I. Effect On Completion of Graduation Requirements

Credit for coursework at an institution of higher education under this program, may constitute credit toward high school graduation. However, it is the responsibility of participating students and parents to be sure that the courses undertaken will meet the graduation requirements of the School District. Upon acceptance by the institution of higher education, students should schedule an appointment with a high school counselor to develop a written schedule showing courses to be taken at the high school and at the institution of higher education as well as all graduation requirements remaining to be met. No high school graduation requirements shall be waived for any student as a result of participation in this program.

J. High School Diploma

The District will grant a diploma to a student who has satisfied all of its high school graduation requirements under Wisconsin Stats. 118.33(1) regardless of whether the student has satisfied all or a portion of the requirements while attending a participating institution under the Youth Options Program.

K. Available Student Services

Students enrolled in the postsecondary program will be entitled to all student services provided to any other of the District's high school students (counseling, health, etc.). However, these services will be provided only while the students are on the high school campus and only upon request. It is also the students' responsibility to stay informed of academic and other requirements for all students who attend the high school.

L. Student's Transcript

1. If a student withdraws from the postsecondary course within two (2) weeks of the start of the course, s/he will be rescheduled for the appropriate high school courses, and no record of the postsecondary course will appear on the student's transcript. However, if the student withdraws from the postsecondary course later than two (2) weeks of the start of classes, the course will appear on the transcript and will carry a grade of Withdrawn/Failing, which will be computed in the same manner as a failing grade on the high school transcript.
2. Any course taken for high school credit at an institution of higher education and completed (or recorded as Withdrawn/Failing) will be clearly identified on the transcript along with the name of the institution of higher education where the work was undertaken.

M. Academic and Social Responsibilities of Students and Parents

1. When attending either regular classes or co-curricular/extra-curricular activities at the high school, students participating in this program will be expected to abide by all District policies and the Student Code of Conduct. Students and their parents assume all responsibility and liability related to attendance at an institution of higher education and must agree to hold harmless the Board, the administration, and the staff for any incidents arising out of participation in this program.
2. Students must meet all requirements and standards established by the institution of higher education and assume responsibility for attendance and behavior.

N. Information and Encouragement to Use the Institution of Higher Education's Counseling Services

The high school counselors, during the individual counseling sessions, shall make available any information provided by the institution of higher education concerning its counseling services. In addition, counselors should encourage students and their parents to utilize counseling services available at the institution of higher education to better ensure successful completion of the postsecondary institution courses.

O. Encouragement of Students

Counselors should encourage the participation of those students who have been identified as academically gifted and talented or as otherwise identified as potentially successful in such postsecondary course work.

P. Grade Point Computation and Reporting of Grades

1. For those postsecondary courses taken for high school credit, the grade for that course will be computed at the end of the next regular grading period at the high school following the receipt of an official transcript from the institution of higher education. All grades to be entered on the high school transcript must be taken from an official transcript from the institution of higher education. Should there be an urgent need for a letter grade, notification on official letterhead from the institution of higher education's instructor advising of the grade will be accepted to verify the grade.
2. Eligibility for co-curricular and extra-curricular activities in accordance with Board Policy 2430 and Policy 2431 will be affected if courses are taken for high school credit. Eligibility will be checked at the end of each postsecondary quarter or semester. A failing grade will result in an ineligibility for the next full school semester.

Financial Responsibilities and Limitations

Courses Taken for High School Credit/No Comparable Course

The School District shall pay for the course, on behalf of a student taking a course at an institution of higher education, and which the Board (or the State Superintendent on appeal) has determined qualifies for high school credit and which is not comparable to a course already offered in the School District. However, the student shall be responsible for providing pens, pencils, and notebooks which are typically used and paid for by the student while taking a course at the School District. Further, any equipment purchased by the School District for use by the student in the course (e.g., calculator, computer, tools) shall be the property of the School District and shall be returned to the School District upon completion of the course.

Postsecondary Credit

The District shall pay seventy-five percent (75%) of the cost of a postsecondary course or courses that are taken solely for postsecondary credit. The Board shall waive the cost to the student if it is informed by the Department of Public Instruction that payment of the costs would pose an undue financial burden on the student's family. The student shall pay the remaining twenty-five percent (25%) of the tuition (.) in advance of the start of the course (.) no later than the date the course can be dropped without incurring expense (.) by the end of the course.

High School Credit/Comparable Course

A student taking a postsecondary course or courses, which the Board has determined is comparable to a course offered in the School District, is solely responsible for the tuition and fees for the postsecondary course. The District has no responsibility for these costs.

Reimbursement for Failing Grade or Failure to Complete a Course

If a student receives a failing grade in a course or fails to complete a course, the student's parent, or the student if an adult, shall reimburse the School District the amount paid on the student's behalf under this program. If the Board is not reimbursed as requested, the student shall not be eligible for further participation in the program. A grade that constitutes a failing grade in the School District shall constitute a failing grade under this section of the guideline.

Report of Fees Paid

The District shall file a report with the Department by June 15th of each year with an itemized report of the amount of tuition paid under this program.

Transportation

The School District is not responsible for transporting a student attending an institution of higher education under this program to or from the institution that the student is attending.

A student's parent, who is unable to pay for transportation, may, however, seek reimbursement for such costs from the State Superintendent in a manner and by the deadlines established by the State Superintendent.

The principal may deny high school credit for any of the following reasons:

- A. The postsecondary course is comparable to one offered or that will be offered by the School District between the date the student submits notice of intent to enroll in a postsecondary course and the term of the student's expected high school graduation date. A course will be considered comparable if at least eighty percent (80%) of its content is consistent with a course that is or will be offered by the District, as determined by comparing course curriculum guides, expectations, course goals, and the scope and sequence of course syllabi and course descriptions.
- B. At least eighty percent (80%) of the content of the postsecondary course repeats the content of a course for which the student has already received a passing grade and high school credit.
- C. The course repeats the content of a postsecondary course the student has already taken and failed.

Any denial of high school credit shall be given in writing to the student and/or parent.

Appeal Process

A student may appeal the written determination of the Board concerning satisfaction of high school graduation requirements, the number of high school credits to be awarded, or the comparability of courses as they relate to this program, to the State Superintendent within thirty (30) days after the principal's decision, in accordance with the process stipulated by the Department of Public Instruction.

Inapplicability

The procedures in this guideline and related policy are not applicable if all of the following conditions are present for the receipt of postsecondary credit:

- A. there is an agreement for enrollment of students between the Board and the particular University of Wisconsin System institution or a private, non-profit higher education institution;
- B. the instruction takes place at a facility in the District or owned by the District; and
- C. instruction is given by a teacher employed by the District and approved by the applicable credit-granting institution.

Notice



Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of SCHOOL COUNSELING
Code	ag2411 - R
Status	First Reading
Adopted	April 23, 2018

2411 - **SCHOOL COUNSELING**

School counseling services play a significant role in the operation of the District and in the lives of the students. School counseling services are provided to support students in the many facets of their lives while in the school system to cover their academic concerns, personal/social matters, and career goals.

More specifically, the purpose of the counseling service is to help students:

- A. Select and participate in academic and other school activities that will best ensure achievement of defined educational and personal goals;
- B. Identify the student's goals and plans for the future.
- C. Identify and assist students with career and post-secondary planning.

The purpose of the counseling service is to help students:

- A. Resolve problems and overcome obstacles that are preventing them from achieving their educational and personal goals;
- B. Maintain productive relationships with other students, staff members, and other school resource personnel.

Each counselor is to guide students in course selection and career planning in such a way that there is no discrimination or bias nor **make** any predictions of success or failure based on a student's race, color, national origin, gender, or disability. If any materials or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations do not indicate or imply racial, gender, or disability stereotypes. Efforts should be made, when applicable to a program, to use resource people who represent the special populations contained within the body of students being recruited **for** or guided toward the program or career path.

Staff Responsibility

Since **the effectiveness of** both of these services depends **for their effectiveness** on close interpersonal interaction with students, no staff member other than certified counselors, school psychologists, school social workers, or registered nurses are to conduct programs or activities, that are not curriculum-related, in which confidentiality of information is involved or shared. Other members of the professional staff, as well as those on the support staff, should be as helpful and caring to the students as possible, and, when they become aware that a student needs counseling help, take whatever steps are necessary to ensure the student has made productive contact with members of the counseling staff.

Confidentiality

It is incumbent upon all staff members to be knowledgeable about the laws regarding confidentiality of information, whether it be part of a student's record or of a communication with a student. AG 8330 describes in detail the requirements concerning information in student school records.

Parents have an expectation of privacy with regard to their family relationships and confidentiality of communications. However, in certain situations where the rights of a minor student would prevail such as one-on-one counseling situations with a licensed

counselor, it is necessary to uphold confidentiality. Upon receiving confidential information regarding a student or his/her family's personal matters, a staff member should consult with the building principal and counselor regarding disclosure. This will be important not only in situations such as group counseling sessions, health classes, crisis intervention activities, and the like, but also in situations when a student shares such information with the staff member (see Policy 3213). Information shared with a licensed counselor is to be considered privileged information and not to be shared with anyone unless the counselor believes the student's health and/or well-being is in jeopardy. In such cases, the counselor should contact the appropriate agency and consult with the principal prior to making any contact with the student's parents.

In determining whether or not to disclose the information, the principal and counselor must consider:

- A. To student's need to maintain confidentiality in order to obtain and benefit from assistance balanced against the parents' rights to the care, custody, and control of their child;
- B. If there is a compelling need involving the immediate health, safety, or welfare of the student or others;

In balancing these concerns, the principal and counselor must also consider:

- A. The nature of the relationship between the student and his/her parents;
- B. Potential benefits and risks of maintaining confidentiality versus disclosure;
- C. The best interests of the student.

Referrals to Outside Agencies

The District will maintain a list of outside resource people and organizations.

Rather than recommend a single resource, staff members are advised to review the alternatives with the student and his/her parents and let them decide.

Counseling Students who are Limited English Proficient Students and/or Sensory Impaired

Provisions set forth in Policy 2260.02 regarding school counselor services shall be followed.

~~The District believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency and/or is sensory impaired should be able to communicate his/her ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficient and/or sensory impaired.~~

~~If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient and/or sensory impaired.~~

~~If a counselor knows that a parent has limited English proficiency, and a communication with a parent is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.~~

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Legal 121.02(1)(e) Wis. Stats.
 P.I. 8.01(2)(e), Wis. Adm. Code
 P.I. 13.12
 34 C.F.R. 100.3(b)(i); 34 C.F.R. 100.3(b)(iv); 34 C.F.R. 100.3(b)(v)
 34 C.F.R. 104.37(b)
 34 C.F.R. 106.36
 28 C.F.R. 35.130, Guidelines V-D
 Vocational Education Guidelines; Appendix B; Title VI



Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	ag2430 - R - Compare Language
Status	First Reading
Adopted	April 23, 2018

2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

Since the policy of the Board is to maintain a co-curricular activities program sufficiently varied to meet the wide range of vocational, recreational, social, and cultural needs and interests of the students, all students should be urged to join at least one club or activity.

All activities described in this administrative guideline are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District, provided such use is consistent with other applicable District policies.

A. Existing Clubs or Activities

At the start of the school year, all students should be provided with information on existing clubs, and all co-curricular and extra-curricular activities and encouraged to participate.

B. New Activities

All new activities shall be approved in the following manner:

1. Requests for new activities should be submitted to the principal and contain the following:
 - a. purpose and rationale
 - b. intended outcomes for students
 - c. participation
 - d. plan of operation
 - e. costs
 - f. persons in charge
2. The District Administrator will review each request and either reject or submit each for Board approval.
3. Upon approval, an activity will be listed as a part of the co-curricular or extra-curricular program, and its fiscal account established by the Business Manager.

C. Fiscal Compliance

Both co-curricular and extra-curricular activities need to comply with financial and bookkeeping controls established by the Business Manager.

Each activity advisor is to provide the building principal with a periodic update on the fiscal status of the activity.

D. Operating Guidelines

The principal shall ensure that:

1. students participate in ways that do not interfere with their academic programs;
2. the safety and welfare of the students is adequately safeguarded;
3. all activities have proper faculty planning, direction, and supervision;
4. faculty members work cooperatively so that some activities do not interfere with the operations of others;
5. each activity is assessed continuously relative to its stated purpose and goals;
6. building facilities and equipment are being used safely and as intended, and being maintained in proper condition.

Eligibility Requirements

All students who participate in interscholastic athletics or other co-curricular activities shall meet the eligibility requirements described in the Code of Conduct.

No student who has been absent for a school day may participate in an extra-curricular activity scheduled for the afternoon or evening of that school day without the approval of the principal.

Schedule Conflicts

Many students have multiple talents and interests they wish to develop or pursue through participation in District-sponsored activities and groups. Since the District's policy is to encourage such participation, the following guidelines have been established for dealing with potential schedule conflicts a student could experience when participating in more than one activity.

- A. By the first day of an activity, students are to be made aware of the schedule of any practices and performances as well as other obligations. Each staff-member-in-charge is to determine which, if any, students will have conflicts with other activities in which they wish to participate.
- B. If such conflicts exist, the staff-members-in-charge of the activities in conflict are to meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so the student can participate in both activities.
- C. If it is not possible to resolve the conflict without seriously undermining the integrity of the activity program, the following procedure is to be followed:
 1. If one of the activities provides the student with credit and the other one doesn't, the student and his/her parents are to be made aware of the possible consequences of not enrolling in each activity and of not meeting the obligations for participation.
 2. If both activities are credit activities, the student is to be advised to contact the principal to work out a solution that does not penalize the student.
 3. If one of the activities is an after-school, off-school of a credit activity but is not, itself, a credit activity, e.g., jazz band from concert band, the requirements for the credit activity may not be imposed as a condition for participating in the noncredit, after-school activity.

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Book	Administrative Guideline Manual
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Adopted	May 21, 2018

3120B - **APPOINTMENT OF PERSONNEL TO COMPENSATED CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

In addition to the conditions specified in Policy 3120.08 as openings occur they shall be posted in appropriate locations in the District and, if necessary, the community prior to the application deadline.

The following guidelines shall apply:

Applications for co-curricular activities are to be made either through WECAN or another means as determined by the District Administrator.

With the assistance of the appropriate building administrator(s), the District Administrator shall recommend all appointments to the Board annually **for approval**.

The building administrator responsible for the supervision of the staff member's regular assignment shall notify the District Administrator if this extra assignment may, in any way, affect the quality of his/her regular assignments.

Those assigned positions during the previous year shall have consideration for assignment as long as:

- A. the extra assignment did not lower the quality of effort in fulfilling their regular responsibilities;
- B. their evaluations reflect adequate or better performance of regularly assigned and co-curricular responsibilities.

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of JOB SHARING
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Adopted	May 21, 2018

3120.10 - **JOB SHARING**

The District will provide the opportunity for job sharing by two (2) staff members under the following conditions.

- A. The District will consider job share requests only if the cost of employing two (2) staff members does not exceed the cost of employing one full-time staff member.
- B. By sharing a full-time position, two (2) staff members combined do not exceed 1.0 FTE based on the percentage of the workday for which they are employed.
- C. Both staff members may negotiate employee benefits provided by the District.
- D. Staff members must have agreed voluntarily, and in writing, to work together. Two (2) staff members who wish to be considered for sharing a job are to submit a request to the District Administrator with the following information:
 - 1. A description of how the responsibilities specified in the job description would be divided.
 - 2. Confirmation that other responsibilities, such as staff meetings, conferences, in-service training, etc. would be met by both staff members.
 - 3. A description of the process which would be used for communicating with supervisors and other staff members throughout the year.
 - 4. A description of how the job-sharing of a teaching position would be introduced to the students so as to provide for consistent classroom procedures, expectations, and discipline.
- E. All requests for a job-sharing assignment must first be submitted to the building principal by March 1st for the following school year. The principal will forward the plan to the District Administrator, who will review all plans prior to forwarding to the Board of Education for consideration of granting final approval. The District Administrator may waive the application date in extenuating circumstances.
- F. Both staff members will participate in the board-approved teacher evaluation system.
- G. If one (1) or both staff members opt not to continue with the job-sharing arrangement, there is no guarantee of full-time employment for either party by the District. However, either party would be eligible to apply for any vacancies available at that time.
- H. The District's commitment to any job-sharing arrangement is limited to one (1) year with authority given to the District Administrator to renew the arrangement if all conditions are being met satisfactorily and evaluation confirms that the expected results from job performance are meeting expectations.
- I. **Job share partners must be willing to attend reasonable position-related commitments that may occur outside their daily schedule. Specifically, job shares will:**

1. conduct parent/teacher conferences together.
2. attend all in-service and staff development meetings even on those that are conducted outside of the daily schedule or on the half-day opposite of the teaching assignment over the course of the school year.
3. attend scheduled team meetings.
4. attend scheduled faculty meetings.

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of DRUG-FREE WORKPLACE
Code	ag3122.01 - L
Status	First Reading
Adopted	May 21, 2018

3122.01 - DRUG-FREE WORKPLACE

The Board of Education prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event.

The term "District-related activity or event" includes, but is not limited to, all District-sponsored curricular, extra-curricular, co-curricular and student or staff training events whether on or off District property and any field trip or other District sponsored trip including national and international trips.

Employees are to report to work free of the effects of all mood-altering drugs, including alcohol. The use, possession, sale or intent to sell, transfer of drugs, drug paraphernalia, or having illegal drugs or chemicals in a person's system in or on District property, or in any District-owned or contracted vehicle is prohibited.

The use of or sale of alcohol on District property, at any District-sponsored event or trip, or in any District-owned or contracted vehicle is prohibited.

Each job description shall contain the following phrase:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District. ~~The District maintains a drug-free workplace. All employees are responsible for complying with the drug-free workplace policy throughout his/her employment in the District.~~"

Each staff handbook will include a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and the staff members shall be informed that compliance with this requirement is mandatory.

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, file cabinets, and other storage devices may be provided for the convenience of employees but remains the sole property of the District. Accordingly, they, ~~as well as any articles found within them,~~ can be inspected by any agent or representative of the District at any time, either with or without prior notice. **Any staff member's personal belongings kept on District property may be searched in the event District officials have reasonable suspicion that the staff member is in possession of prohibited items. Any such search shall occur only after the staff member has been asked to consent to the search. If reasonable suspicion exists, but consent to search is not provided, the search may occur. Any such search shall be conducted in the presence of more than one District official other than the staff member involved and shall be limited in scope by the basis for reasonable suspicion to conduct the search in the first instance. District officials may consult with law enforcement or District legal counsel prior to conducting a search and may prohibit the staff member from removing the item during the process.**

Any staff member who violates the District policy shall be subject to disciplinary action in accordance with District guidelines.



Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of WISCONSIN EDUCATOR LICENSING
Code	ag3125 - L
Status	First Reading
Adopted	May 21, 2018

3125 - WISCONSIN ~~QUALITY~~ EDUCATOR LICENSING INITIATIVE

~~The Board of Education is committed to having a quality teacher in every classroom and a strong leader in every building. The Board encourages the use of best educational practices to improve instruction and increase student achievement. To these ends, the Board requires that the District hire the most qualified and experienced individuals available and that all staff be licensed as required by law. The District Administrator is responsible for implementing the Board's policy of commitment to the placement of quality teachers in every classroom in a manner consistent with the Department of Public Instruction's licensing system. That system involves the designation of a multi-tiered licensing structure, which includes District commitment of resources for the development of teachers prior to the teacher attaining a Tier III, lifetime license or Tier IV, master educator license.~~

~~Attaining and maintaining proper State licensure under P.I. 34 is primarily the licensee's responsibility. However, the Board recognizes its responsibilities under P.I. 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment.~~

~~The Department of Public Instruction's regulations designates four (4) tiers of educator P.I. 34 controls licenses for teachers, administrators and pupil service professionals. The regulations identify three (3) licenses for educational and administrative these staff: Tier I, limited area and limited duration licensure; Tier II, provisional educator license; Tier III, lifetime educator license; and Tier IV, initial educator, professional educator, and master educator license. An initial educator license is issued by the Department of Public Instruction for a period of five (5) years and is nonrenewable unless the individual has not been employed as an educator for at least two (2) years within the five (5) year period. A professional educator license is a renewable license issued for a period of five (5) years. A master educator license is a renewable license issued for a period of ten (10) years.~~

~~The District Administrator and each building administrator shall assure that each license is on file with the District and that the necessary District supports are available as required for each license category.~~

Tier I Licensure

~~Tier I licenses may be issued in the following categories and for the noted durations, except that no educator may be issued a Tier I license for special education for more than three (3) years:~~

A. One (1) Year Renewable License

~~This license is available to teach in the grade level and subject area of the license and issued to teachers that have not yet met all requirements of Tier II, but have obtained a bachelor's degree from an approved program, or have at least a bachelor's degree and the District requests the license after unsuccessful efforts to locate an acceptable and fully licensed educator. The license may be renewed provided that the educator is making progress towards meeting requirements for a Tier II license.~~

B. Three (3) Year District-Sponsored License

~~This license is available upon request by the District Administrator to allow a licensed educator to fill a role outside of his/her regular license area on a temporary basis and only for the sponsoring District. This license category may not be renewed.~~

C. Guest Teacher

~~This license is available for an educator holding a foreign bachelor's degree who has completed a foreign~~

teacher preparation program and will receive mentoring from the District. The license is valid for three (3) years and may be renewed one time with the District Administrator's request.

D. Charter School

This license allows an educator to teach in a charter school for a period of five (5) years at a time.

E. Short- and Long-Term Substitute Teacher

Short-term licenses can be issued for renewable five (5) year periods. A long-term substitute teacher license can be issued for an initial period of two (2) years and renewed for five (5) year increments thereafter upon positive recommendation from the District Administrator.

F. Professional Teaching Permit

This license can be granted for two (2) years initially to teach sign language, art, computer science, foreign language, mathematics, music, science, or technology education to an educator who has a sign language certificate or a bachelor's degree in the particular discipline, professional work experience in the discipline, has completed an alternate teacher training program, and received a passing score on a standardized test administered by the Department of Public Instruction. The initial two (2) year license can be renewed for five (5) year periods provided that the teacher receives positive references from his/her supervising teacher and building administrator.

G. One (1) Year Administrator

Upon request of the Board, this license can be issued to allow an educator who submits a plan for obtaining regular licensure within two (2) years to serve as an administrator. The license is valid for one (1) year and with evidence of satisfactory progression, can be extended for one (1) additional year.

H. Special Education Program Aide

This license can be issued to a person who is at least eighteen (18) years of age with a high school diploma or equivalency degree upon request from the District Administrator.

I. Experience-Based Technical and Vocational Education

This license is available for a period of three (3) years to teach technical and vocational education courses based on experience and educational attainment in the particular field.

J. Reciprocity

This license may be issued for five (5) years provided that the educator holds a license in good standing in another state, has not previously been licensed in Wisconsin, and meets the remaining requirements developed by the Department of Public Instruction.

Tier II Provisional and Military Spouse Licensure

Tier II licenses are issued to educators that have completed an appropriate preparatory program, have industry experience with related teaching experience, or other criteria established by the Department of Public Instruction, but who are not eligible for a lifetime license. Tier II licensure may be issued for three (3) years and, except for the Military Spouse License, may be renewed.

Tier III Lifetime License

A lifetime license may be issued to an educator who has held or holds a Tier II license and has at least six (6) semesters of experience providing direct services to students in the instructional area or providing administrative oversight. A lifetime license remains valid provided that the educator completes a background check at least every five (5) years. A lifetime license is invalid if the holder is not regularly employed in education for five (5) or more years.

Tier IV Master Educator

This license may be issued to an educator who has held a Tier III license and is either certified by the National Board for Professional Teaching Standards, or if no such certification is available, the educator has at least five (5) years of successful teaching experience with a Tier III license and in the field of the license, holds a master's degree, has made contributions to the profession, has improved student learning and is recommended for Master Teaching Licensure by the District's assessment team.

The District has the following responsibilities under P.I. 34 relating to provisional license holders and Tier I special education ~~initial~~ educators:

A. Ongoing Orientation

The District shall provide ongoing orientation ~~to initial educators. The ongoing orientation shall be~~ developed, and delivered by ~~the Board,~~ administrators, teachers, and other District stakeholders ~~support staff and parents.~~

B. Support Seminars

~~The District shall provide support seminars for initial educators. The support seminars shall reflect the standards set forth in Form 3123 F1, Form 3123 F2, and Form 3123 F3 and the mission and goals of the District.~~

C. Qualified Mentor

The District shall provide ~~the initial educator with~~ a qualified mentor. A "mentor" is an educator who is trained to provide support and assistance ~~to initial educators~~ and who will have input into the confidential formative assessment of the ~~initial~~ educator and who is not to be considered as part of the formal employment evaluation process. To be "qualified," the person must hold an appropriate license

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Legal

P.I. 34

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of TUBERCULOSIS EXAMINATION
Code	ag3160B - DELETE - In Policy
Status	First Reading
Adopted	May 21, 2018

~~3160B—TUBERCULOSIS EXAMINATION~~

- A. ~~Each professional staff member of the School District shall file proof of freedom from communicable tuberculosis with the district office for placement in the confidential personnel file according to law and the administrative guidelines of the Department of Health Services.~~
- B. ~~The statement of freedom from communicable tuberculosis shall be filed prior to the first day of employment and thereafter as required by law.~~
- C. ~~Such statement of freedom from communicable tuberculosis shall become a part of the confidential medical subdivision of the employee's personnel file and such confidential medical section of the personnel file shall only be available for examination by Department of Health Services personnel or other person(s) as required by law.~~

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of PARTICIPATION IN POLITICAL ACTIVITIES
Code	ag3231A - R Duplicate 4231A
Status	First Reading
Adopted	May 21, 2018

3231A - PARTICIPATION IN POLITICAL ACTIVITIES

One of the primary purposes of the school is to create an environment that will permit students to grow and develop. To be of maximum effect, this environment must extend to both the formal academic program as well as to the many extra-curricular activities sponsored by the school. Because of the ages of the students and the significance of the task, it is important that this environment be protected from interference by external, sometimes coercive or disruptive, forces and influences that do not substantially contribute to the learning process.

Non-school related activities, including political activities, do not contribute to a positive learning climate and may be disruptive, divisive and distracting. Therefore, such activities are not appropriate within the school setting. It is the intention of the Board to regulate such activities on all Board-owned or used property, within all school buildings, and at all school-sponsored activities.

Specifically:

- A. Literature supporting or opposing one or more candidates, issues, or a particular point of view; commercial literature, and other non-school related literature shall not be distributed on or in Board-owned or occupied buildings or grounds, inside of school buildings or on school buses immediately before or after school or while school is in session. (The distribution of materials to students by other students is governed by the regulations contained in Board of Education Policy).
- B. Literature supporting or opposing one or more candidates, issues, or a particular point of view; commercial literature, and other non-school related literature shall not be distributed at school-sponsored extra-curricular activities or athletic events wherever they may occur. This regulation shall not prohibit the distribution of literature outside of the entrances and exits of athletic events providing that any such distribution does not interfere with the ability of individuals to freely enter or leave the facility, is not disruptive, and does not take place when school is in session.
- C. Non-school related, political, and/or commercial literature, or campaign posters supporting one or more candidates, issues or a particular point of view shall not be displayed within the schools or on school-owned or occupied property, unless done as part of any approved teaching unit.
- D. **For purposes of this guideline, distribution of materials described includes the use of electronic communications, such as District-provided e-mail or District-sponsored social media outlets, and includes such activities on personal accounts done during work hours**
- E. When the school facilities are used as a polling place, State regulations will be followed with respect to political activities, the display of political posters, and distribution of political literature on school property.
- F. Employees of the School District shall not engage, during the course of their employment, in any activities that support or oppose one or more candidates, issues, or a particular point of view during working hours. The right to express political or other opinions and exercise their constitutional rights as citizens is naturally reserved **forte** all employees.

G. Nothing in this guideline or related policy shall be construed or enforced in any way that impairs any staff member's rights to engage in protected concerted activity.

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of RESEARCH AND PUBLISHING
Code	ag3231B - DELETE
Status	First Reading
Adopted	May 21, 2018

~~3231B—RESEARCH AND PUBLISHING~~

- ~~A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.~~
- ~~B. Materials which might be considered for publication and/or production, which identify the District in any manner, shall be cleared with the District Administrator prior to publication and/or production.~~
- ~~C. Publications and productions shall be subject to the following copyright provisions:
 - ~~1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:
 - ~~a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;~~
 - ~~b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;~~
 - ~~c. the staff member does not become involved in any way in the selling of the product to the District. The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data or equipment rests with the District Administrator.~~

~~Professional staff members who desire to publish or produce materials on their own time should make such action known to the District Administrator prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.~~~~
 - ~~2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.~~~~

~~In the event that any of these products have commercial possibilities, the District Administrator is authorized to secure copyrights, patents, etc. that will ensure the ownership of the product by the District.~~

~~The District Administrator is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.~~



Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of DRUG-FREE WORKPLACE
Code	ag4122.01
Status	First Reading
Adopted	June 18, 2018

4122.01 - DRUG-FREE WORKPLACE

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event.

The term "District-related activity or event" includes, but is not limited to, all District-sponsored curricular, extra-curricular, co-curricular and student or staff training events whether on or off school property and any field trip or other District-sponsored trip including national and international trips.

Employees are to report to work free of the effects of all mood-altering drugs, including alcohol. The use, possession, sale or intent to sell, transfer of drugs, drug paraphernalia, or having illegal drugs or chemicals in a person's system in or on District property, or in any District-owned or contracted vehicle is prohibited.

The use of or sale of alcohol on District property, at any District-sponsored event or trip, or in any District-owned or contracted vehicle is prohibited.

Each job description shall contain the following phrase:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District. ~~District maintains a drug-free workplace. All employees are responsible for complying with the drug-free workplace policy throughout his/her employment in the District.~~"

Each staff handbook will include a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and the staff members shall be informed that compliance with this requirement is mandatory.

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, weapons, or explosives. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, file cabinets, and other storage devices may be provided for the convenience of employees but remains the sole property of the District. Accordingly, they, ~~as well as any articles found within them,~~ can be inspected by any agent or representative of the District at any time, either with or without prior notice. **Any staff member's personal belongings kept on District property may be searched in the event District officials have reasonable suspicion that the staff member is in possession of prohibited items. Any such search shall occur only after the staff member has been asked to consent to the search. If reasonable suspicion exists, but consent to search is not provided, the search may occur. Any such search shall be conducted in the presence of more than one District official other than the staff member involved and shall be limited in scope by the basis for reasonable suspicion to conduct the search in the first instance. District officials may consult with law enforcement or District legal counsel prior to conducting a search and may prohibit the staff member from removing the item during the process.**

Any staff member who violates the District policy shall be subject to disciplinary action in accordance with District guidelines.

When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy and State and Federal law.

Employees who feel they may be experiencing or developing dependency on alcohol or other drugs are encouraged to take advantage of the District's Employee Assistance Program (EAP) Policy 4170.01 before a violation of this policy occurs. Alcohol or drug dependency does not excuse any employee from the requirements of this policy.

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Legal 20 U.S.C. 3224A
 P.L. 101-126
 Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq.

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of TUBERCULOSIS EXAMINATION
Code	ag4160B - DELETE
Status	First Reading
Adopted	June 18, 2018

~~PLEASE SEND DISTRICT SPECIFIC INFORMATION!~~

~~4160B—TUBERCULOSIS EXAMINATION~~

- A. ~~Each support staff member of the School District shall file proof of freedom from communicable tuberculosis according to law and the administrative guidelines of the Wisconsin Department of Health Services.~~
- B. ~~The statement of freedom from communicable tuberculosis shall be filed prior to the first day of the employment and thereafter as required by law.~~
- C. ~~Such statement of freedom from communicable tuberculosis shall become a part of the confidential medical subdivision of the employee's personnel file and such confidential medical section of the personnel file shall be available for examination by Department of Health Services personnel or other person(s) as required by law.~~

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Book	Administrative Guideline Manual
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Title	PARTICIPATION IN POLITICAL ACTIVITIES
Code	ag4231A - NEW
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4231A - **PARTICIPATION IN POLITICAL ACTIVITIES**

One of the primary purposes of the school is to create an environment that will permit students to grow and develop. To be of maximum effect, this environment must extend to both the formal academic program as well as to the many extra-curricular activities sponsored by the school. Because of the ages of the students and the significance of the task, it is important that this environment be protected from interference by external, sometimes coercive or disruptive, forces and influences that do not substantially contribute to the learning process.

Non-school-related activities, including political activities, do not contribute to a positive learning climate and may be disruptive, divisive, and distracting. Therefore, such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings, and at all school-sponsored activities.

Specifically:

- A. Literature supporting or opposing one or more candidates, issues, or a particular point of view; commercial literature, and other non-school-related literature shall not be distributed on or in Board owned or occupied buildings or grounds, inside of school buildings or on school buses immediately before or after school or while school is in session. (The distribution of materials to students by other students is governed by the regulations contained in Board of Education Policy).
- B. Literature supporting or opposing one or more candidates, issues, or a particular point of view; commercial literature, and other non-school-related literature shall not be distributed at school-sponsored extra-curricular activities or athletic events wherever they may occur. This regulation shall not prohibit the distribution of literature outside of the entrances and exits of athletic events providing that any such distribution does not interfere with the ability of individuals to freely enter or leave the facility, is not disruptive, and does not take place when school is in session.
- C. Non-school-related, political, and/or commercial literature, or campaign posters supporting one or more candidates, issues or a particular point of view shall not be displayed within the schools or on school-owned or occupied property, unless done as part of any approved teaching unit.
- D. For purposes of this guideline, distribution of materials described includes through the use of electronic communications, such as through District-provided e-mail or District-sponsored social media outlets, and includes such activities on personal accounts done during work hours.
- E. When the school facilities are used as a polling place, State regulations will be followed with respect to political activities, the display of political posters, and distribution of political literature on school property.
- F. Employees of the School District shall not engage, during the course of their employment, in any activities that support or oppose one or more candidates, issues, or a particular point of view during working hours. The right to express political or other opinions and exercise their constitutional rights as citizens is naturally reserved for all employees.
- G. Nothing in this guideline or related policy shall be construed or enforced in any way that impairs any staff member's rights to engage in protected concerted activity.

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	HOMELESS STUDENTS
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Status	First Reading
Adopted	August 20, 2018

5111.01 - HOMELESS STUDENTS

Duties

The Local Liaison for Homeless Children and Youth (Liaison) serves as a primary contact between homeless families and school staff, District personnel, shelter workers, and other service providers. The Liaison is responsible for safeguarding the rights of children and youth experiencing homelessness who attend school in this District. The Liaison must be notified immediately upon the enrollment or assignment of a homeless child/youth. The Liaison will coordinate District operations and services so that:

- A. homeless children/youth are identified by school personnel through outreach and coordination activities with other entities and agencies and the Liaison shall work to identify, locate and enroll homeless children/youth who are not currently attending school;
- B. homeless children/youth are enrolled in, and have a full and equal opportunity to succeed in schools of that District;
- C. homeless youth receive credit for full or partial schoolwork;
- D. homeless families and children/youth have access to and receive all educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services, including IDEA Part C (birth-age three (3), and any District preschool programs;
- E. homeless families and children/youth receive referrals to health care services, dental services, mental health services, substance abuse services, housing services, and other appropriate services;
- F. parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in their children's education;
- G. public notice of the educational rights of homeless children/youth is disseminated at locations frequented by parents or guardians of such children, and unaccompanied youth, such as schools, shelters, soup kitchens, and public libraries in a manner and form understandable to the parents and guardians and unaccompanied youth;
- H. enrollment/assignment disputes are mediated/handled in accordance with the McKinney-Vento Act and any other governing applicable laws, regulations, rules or policies, including but not limited to Board policies, District guidelines, applicable laws, and the State Consolidated Plan;
- I. the parents or guardians of any homeless child and any unaccompanied homeless minor are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the school that is appropriately selected;
- J. school personnel receive professional development and other support; and
- K. unaccompanied youths are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths, are informed of their status as independent students under Section 480

of the Higher Education Act (HEA), and their right to receive verification of this status from the Liaison.

As part of the Liaison's duties, the Liaison will coordinate and collaborate with the State Coordinator for Homeless Children, other community, District and social service agencies, and school personnel responsible for providing education and other services to homeless children and youth and their families. This includes coordinating and collaborating with 1) other school districts on inter-district issues, such as transportation or the transfer of school records; and 2) the necessary entities and individuals when collecting and providing the State Coordinator with reliable, valid, and comprehensive required data.

Such coordination should be designed to: 1) facilitate homeless children/youth having access and reasonable proximity to available education and related support services; and 2) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

Early Childhood Homeless

Homeless preschool-age children have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youth. To the extent that the District offers a public education to preschool children, including District Head Start programs, the District must meet Federal requirements for homeless preschool children.

The Liaison will identify homeless children who are five (5) years old or younger (i.e., preschool-age) by working closely with shelters in the area. Additionally, the Liaison will work with Federally-qualified health centers and social service agencies, such as agencies that administer the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Temporary Assistance for Needy Families (TANF), and other public benefits. The Liaison will also collaborate with early childhood education providers and programs to identify preschool-age children, and work with school personnel who may ask whether the family has any preschool-age children when enrolling homeless children and youth in school. The Liaison will also work with the District's early intervention and special education programs to assist with the "child find" process required by IDEA, Parts B and C.

In addition, the Liaison will assist with enrolling homeless preschool-age children in preschool. According to Federal guidance, the Liaison will remind preschool program staff of the importance of preschool services for homeless children and how waiting lists can create barriers for homeless families who wish to enroll their children. The Liaison will also identify preschool programs that keep slots open specifically for homeless children.

Liaison's Role Following a Natural Disaster or Catastrophic Event

Due to a natural disaster or other catastrophic event, many families may lose their homes and the Liaison should conduct outreach and identification following these events. When such a disaster occurs, the Liaison will be proactive by preparing schools to enroll large numbers of displaced students and arranging for additional staff to help with the identification and enrollment process. Liaisons will also notify agencies working with such families of how schools will enroll and serve eligible students. Liaisons will publicize the rights and services of homeless students directly to the affected families and those who are helping those families. The Liaison should provide posters or distribute brochures on the rights of such students and families where displaced people assemble.

Record Collection of Homeless Students

Upon enrollment of a child or youth experiencing homelessness, the Liaison will coordinate with appropriate administrative staff to assure that the school last attended by the child/youth is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the student does not have any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations, screenings, or other necessary medical records.

Transportation for Homeless Students

The Liaison will work with the District's Director of Transportation and other District administrators and staff to provide transportation for ~~the~~ homeless students **including a homeless child attending preschool, in accordance with** applicable laws, regulations, and ~~including a homeless child attending preschool,~~ in accordance with **the Board's Transportation - Transportation and AG 8600** and ~~Homeless Students~~ Policy 5111.01 **- Homeless Students**.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. The District will provide the parent, guardian or unaccompanied youth with a written explanation of decisions related to the school selection or enrollment made by the school, District or State involved, along with a written explanation of appeal rights.

The District will refer the unaccompanied youth, parent, or guardian to the Liaison who will expeditiously carry out the dispute resolution process. The Liaison shall assist the child and family, prepare the appeal and make the school's resources, such as copying, mailing, or obtaining records, available to the parent, guardian, or unaccompanied youth. Parents, guardians, and unaccompanied youth shall be informed that they can provide written or oral documentation to support their views. Written

documentation initiated at the building level or by the Liaison should be complete, as brief as possible, simply stated, and provided in a language the parent, guardian, or unaccompanied youth can understand.

When a dispute arises over eligibility, school selection or enrollment, the homeless student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals. The homeless student will be provided with all services for which the student experiencing homelessness ~~s/he~~ is eligible while the dispute is being resolved.

The Liaison, FERPA and Personally-Identifiable Information (PII)

Failure to protect personal information, including personally identifiable information (PII), can result in an inappropriate release of information that endangers students, their caregivers, and possibly school personnel and a violation of the Federal Family Educational Rights and Privacy Act (FERPA). The Liaison works with other school personnel to secure the PII contained in student databases and records. Further, conversations about homeless students must be held in private locations to prevent information from being overheard. Many homeless students are survivors of domestic violence or other safety issues that must be addressed in student records and information release procedures. It is paramount that this personal information be protected to secure the safety of students, their caregivers and school personnel.

Training on Eligibility for Other Federal Programs

In order to facilitate coordination with other Federal programs serving homeless children and youths, a State Coordinator is responsible to provide training on the definitions of terms related to homelessness and eligibility requirements for Federal programs that serve homeless individuals. Such Federal programs include the Continuum of Care and Emergency Solutions Grant programs administered by the U.S. Department of Housing and Urban Development (HUD). The Liaison who has received this training may submit an affirmation that students meet the HUD definition of homelessness so that these students may qualify for the HUD homeless assistance programs if additional eligibility requirements are met.

Notice of Duties

As part of the his/her assigned duties, the Liaison for Homeless Children and Youth will inform school personnel, services providers and advocates working with homeless families about their his/her duties.

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of ATTENDANCE
Code	ag5200 - FOR REVIEW - L
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5200 - ATTENDANCE

The Board requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student in the program of instruction in which the student is enrolled and required to attend~~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 tutelage of a competent teacher are vital to this purpose. The regular period and hours of instruction includes both those periods and hours a student's program requires that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of more than one type of instructional delivery.

Compulsory Student Attendance

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

Parent Notification~~Written Excuse for of~~ Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification, stating the reason for the absence and the time period covered by the absence.~~A student who is absent shall submit a written, dated, signed statement from his/her parent or guardian stating the reason for the absence and the time period of the absence.~~ This notification~~written statement~~ must be submitted prior to the absence if the absence is foreseeable. ~~If the absence is not foreseeable, the statement must be submitted prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer, or his/her designee, 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:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program, but who can be expected to return to a school program upon termination or abatement of the illness or condition. If the absence exceeds five (5) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or religious practitioner living and residing in Wisconsin, who by belief is exempt. The time period for which the certification is valid may not exceed thirty (30) days.

B. Obtaining Religious Instruction

The student wishes to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the building principal. Such absences must be at least sixty (60) minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from **their/his/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. See Policy 5223 - Absences for Religious Instruction for further details.

C. Permission of Parent or Guardian

The student has been excused by **their/his/her** parent(s) before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

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

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The School Board has excused the student **who is sixteen (16) years of age or older** from regular school attendance to participate in a program or curriculum modification leading to high school equivalency diploma as provided by State law.

G. High School Equivalency - Secured Facilities

The School Board has excused a student **who is seventeen (17) years of age or older** from regular school attendance to participate in a program leading to high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secured detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

H. Child at Risk

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

I. Election Day Official

A high school student ~~age sixteen (16) or seventeen (17)~~ is permitted to be excused to serve as an election official **in accordance with Policy 5200 - Attendance** ~~provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent or has met alternative criteria established by Board if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate~~

arrangements to do so.

J. Request Program Modification At Any Age

The student's parent or guardian may review a request for a program or curriculum modification including but not limited to:

1. modifications in the student's current academic program;
2. a school work training or work-study program;
3. enrollment in an alternative public school program located in the School District;
4. homebound study.

K. Virtual Access

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

School Attendance Officer

The building principal shall be the School Attendance Officer. The School Attendance Officer shall be responsible for dealing with matters relating to school attendance and truancy. The duties of the School Attendance Officer shall include, but not be limited to the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Student Records Policy (see Board Policy 8330).
- C. Performing the duties and responsibilities assigned to him/her under this Administrative Guideline.

Truancy

A student will be considered truant if they are absent part or all of one or more days from school during which **time** the School Attendance Officer, principal, or a teacher has not been notified **by the parent or guardian of the absent student** of the acceptable reason **of such absence, which is found** under these guidelines. ~~**of such absence by the parent or guardian of the absent student.**~~ A student will also be considered truant if they have been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stats.).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal, or an individual designated by the principal, will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. counseling the student
- B. requiring the student to make-up lost time
- C. requiring the student to make-up course work and/or examinations, as permitted under this guideline
- D. conferring with the student's parents
- E. referring the student to an appropriate agency for assistance

Administrative action to address unexcused absences shall be in accord with due process, as defined in Policy 5611, the Student Code of Conduct, and other applicable Board policies.

Habitual Truancy

A student is considered a habitual truant if **they are/he 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 District's Truancy Plan are carried out.

Each school's handbook shall detail habitually truant procedures for parents and students.

Students with Special Needs

School administrators and teachers shall ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

Professional Staff Member

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences every day such that a student absent from any given class period would miss a significant component of the course;
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records (excused vs. unexcused) as directed by the School Attendance Officer, or their designee;
- D. requiring an admit slip from a student when they return from a tardy;
- E. incorporating defined, daily participation as part of the teaching/learning process and each grading period, as per the course syllabus;
- F. requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences as required under this Guideline.

Student Responsibilities

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school as set forth in this Guideline.

Students Leaving School During School Day

- A. As a general rule, no staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal.

Make-Up Course Work and Examinations

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

Unexcused Absences

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

A student with an unexcused absence shall be permitted to make-up coursework and quarterly, semester or grading period examinations missed during the absence.

Subject to the immediately preceding two paragraphs, credit is required to be given for the completion of make-up work.

It is the mutual responsibility of the teacher and student to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

A student's grade in any course shall be based on ~~their~~**his/her** performance in the instructional setting and is not reduced for reasons of conduct. If a student, violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but their grades should be based upon what the student can demonstrate they have learned.

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Legal 118.15, 118.153, 118.16, 118.162, Wis. Stats.

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Book	Administrative Guideline Manual
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Title	Copy of ADMINISTRATION OF MEDICATIONS
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5330 - 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~~ **Principal's Office** before the student will be allowed to begin ~~receiving~~ **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 trained and authorized school staff to administer ~~authorization for trained school personnel to administer~~ the prescribed medication, ~~cessary, 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.

Nonprescription 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

6. authorization for trained and authorized school staff to administer the medication

7. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable

General Procedures

A. A Medications Administration Daily Log recording the administration of each prescribed medication and nonprescription drug product shall be maintained. The log will note the personnel giving the medication, the date, the exact dosage administered,

and the time of day. The log will include each error in the administration of the medication and each missed administration of the medication. This log will be maintained along with the practitioner's written request and the parent's written release.

B. Written documentation of the Department of Public Instruction approved training provided for each person authorized to administer a prescribed medication or treatment will show:

1. what training was given;
2. the trainer's name and professional status;
3. when the training was given;
4. the duration of the training.

C. The staff member administering the medication shall make a reasonable effort to see that the student takes the medication properly.

D. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication.

E. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication within appropriate time frames, in the correct dosage, in accordance with accepted practice, and to the correct student. In the event of a medication error, the school nurse shall notify the parent(s) immediately. If there is a question of potential harm to the student, the nurse shall also notify the student's practitioner.

The school nurse shall document medication errors on the Medications Log. The school nurse shall review reports of medication errors and provide consultation to ensure appropriate medication administration in the future.

F. If a student is exhibiting behavior which causes the teacher to be concerned about his/her medical status, this behavior must be reported to the building Principal. A designated person may then contact the parent and advise that they seek medical attention for the child.

G. Student with Severe Asthmatic Symptoms

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.

H. Students with Severe Allergic Reactions

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.

- I. 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.
- J. 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.

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Adopted	August 20, 2018

~~5517.01—BULLYING~~

~~The following procedures shall be used for reporting, investigating and resolving complaints of bullying. Complaint Procedures~~

~~Building principals and assistant principals and the District Administrator have responsibility for conducting investigations concerning claims of bullying. The investigator(s) shall be a neutral party having no direct involvement in incident(s) upon which the complaint is based.~~

~~Any employee who has knowledge of conduct in violation of Policy 5517.01 is required to immediately report his/her concerns.~~

~~Any student or third party who has knowledge of conduct in violation of Policy 5517.01 believes s/he has been a victim of aggressive behavior in violation of Policy 5517.01 should immediately report his/her concerns.~~

~~All complaints will be promptly investigated in accordance with the following procedures.~~

~~Step I~~

~~Any claims of bullying shall be presented to the building principal or dean of students or the District Administrator. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal shall be filed with the District Administrator. Complaints against the District Administrator shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.~~

~~Step II~~

~~The administrator/Board official receiving the complaint shall conduct a prompt investigation. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made. All information provided shall be provided consistent with student record and staff personnel file confidentiality as required by law (See Policy 8330 and Policy 8350).~~

~~A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, shall be forwarded to the District Administrator.~~

~~With regard to complaints received against the District Administrator (or a member of the Board), the investigation shall be referred to the school board attorney who shall conduct a prompt investigation. The school board attorney is authorized to designate an outside third party to conduct the investigation. The school board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an~~

~~opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The school board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.~~

~~A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident and the statement of the findings of the investigation, shall be included in the personnel file, consistent with Policy 8320.~~

~~If the complaint is affirmed and it is determined that the matter is not only an instance of bullying, but would also be harassment as described in Policy 5517, then the complainant will be advised of his/her right to pursue the matter with the Office of Civil Rights.~~

~~Step III~~

~~If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the District Administrator or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The District Administrator or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The District Administrator or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed. The decision of the District Administrator shall be final. If the complainant who has filed a complaint of bullying against the District Administrator or a member of the Board is not satisfied with the decision at Step II, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. If the complaint is against a member of the Board, that member shall recuse himself/herself from participation in the hearing, as a member of the Board, but may present information to the Board hearing on the matter. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.~~

~~Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.~~

~~Retaliation/False Charges~~

~~Retaliation against any person who reports, is believed to have reported, or files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Retaliation and false charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as bullying.~~

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Legal

118.46 Wis. Stats.

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5540 - RELATIONSHIP WITH GOVERNMENTAL AGENCIES

On occasion, principals will need ~~police~~ assistance **from law enforcement** but should avoid unnecessary and inappropriate **law enforcement**~~police~~ involvement. ~~Principals~~**They** are expected to be proactive in calling **law enforcement**~~the police~~ when necessary, and not to leave the decision to the discretion of other staff members, except by delegation in their temporary absence. The situations listed below are examples of situations in which it is appropriate to call **law enforcement**~~the police, and their support should be expected~~. The District Administrator should be advised of any such situation as soon as feasible.

- A. refusal of a person to leave school property after being requested to do so by the appropriate school authority
- B. willful destruction of school property--particularly if the District is likely to seek restitution
- C. theft--particularly if items are of value and insurance claims will be filed
- D. obvious crime
- E. arson
- F. assaults or serious fighting--if not controlled or if serious injury results
- G. forgery--if assistance is needed in determining whether it is forgery
- H. possession of a dangerous weapon
- I. possession of alcohol or drugs
- J. sale or distribution of controlled substances
- K. blackmail, threatening, or extortion of students or staff members
- L. bona fide threat against a person's life or threats of terrorist acts, bomb scares, etc.
- M. illegal or inappropriate operation of a motor vehicle
- N. child abuse or molestation
- O. mass walkout from or sit-in on school property--if not controlled or if property damage or personal injury result
- P. setting off firecrackers, pulling fire alarms and similar mischief (discretionary, but advised if reoccurring or the situation is getting out of hand)
- Q. a student leaving school property without permission, a missing person situation, or a self-inflicted injury by a student

Interview Procedures

School officials stand in loco parentis (in place of the parent) in respect to the child. This will require the administrator to ~~divorce himself/herself from his/her role of enforcer of discipline in the school and~~ **strive to maintain a standard of care and concern similar to that of a parent**; ~~a very difficult task, but one that needs to be performed.~~

- A. All attempts to notify the parent(s) should be **diligently** documented according to District procedures.
- B. **Law enforcement Police** and other **governmental** authorities should investigate alleged law violations off of school property if at all possible. The investigation can take place immediately on school property, at the request of the principal, if the alleged law violation took place on school property or at school-related event.
- C. When **law enforcement police** or other **governmental** authorities arrive at the school and wish to interview a student or investigate an alleged law violation, they will contact the principal indicating the nature of their investigation and their desire to question a student or students; ~~an~~ Access will be granted consistent with Policy 5540 or Policy 5540.01.
- D. If the principal concurs that the questioning is appropriate, s/he will send for the student, move him/her to an unoccupied room and, if appropriate and a parent is not present, remain in the room during the questioning. If the situation involves suspected child abuse or an emergency requiring prompt action, notification of parents will be determined by the investigator (see also the investigation procedure in AG 8462 – Student Abuse).
- E. Should a student be taken into custody or removed from the school premises by **law enforcement the police**, the principal ~~shall~~ **must attempt make every effort** to notify the student's parents as soon as practicable. at the earliest possible moment of the removal.

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of SUSPENSION AND EXPULSION
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5610 - **SUSPENSION AND EXPULSION**

The following administrative guideline deals with suspending and expelling students.

A. Suspension

1. Duration and Grounds for Suspension

The District Administrator or any principal or administrative designee 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 (refer to AG 2461A 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 rules or Board rules, **including rules identifying student conduct that is dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively;**
- 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 Board member of the District in which the student is enrolled

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 administrative designee shall suspend a student if the student possessed a firearm as defined in 18 U.S.C. 921(a)(3) 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 must

be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his/her conduct.

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

3. Notice of Suspension

The parent 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 however, it must 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 to request that s/he pick up the student **or authorize release of the student on his/her own at the high school level**. If the parent is unable to pick up the student, **or if the student is not authorized to leave on his/her own**, 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 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 Board concerning the content of student records.

The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his/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:

- a. the student was suspended unfairly or unjustly;
- b. the suspension was inappropriate, given the nature of the alleged offense; or
- c. the student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, shall make his/her finding within fifteen (15) **calendar** days of the conference.

7. Co-Curricular or Extra-Curricular

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis. **Conduct resulting in a suspension that is also a violation of the student code of conduct shall be referred for application of the code of conduct consistent with those procedures.**

B. Expulsion

1. Grounds for Expulsion

The 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:

- a. repeatedly refused or neglected to obey the rules established by the School District;
- b. 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;

- c. engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health, or safety of others;
- d. 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 Board member of the School District in which the student is enrolled; or
- e. 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 or for Possessing a Firearm at School

The 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, as defined in 18 U.S.C. 921(a)(3), 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 Board shall provide the student with a hearing.

a. Notice of the Hearing

Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) if the student is a minor; otherwise just to the student.

The notice must be sent at least five (5) days prior to the date of hearing. In counting the number of days, the day the notice is sent is excluded.

The notice must include the following information:

1. the specific grounds upon which the expulsion proceeding is based, pursuant to State Statute
2. the particulars of the student's alleged conduct, including the approximate date and location of the conduct
3. the time and place of the hearing
4. that the Board will keep written minutes of the hearing
5. that the hearing may result in the student's expulsion
6. that the student's, or the student's parent if the student is a minor, have the right to request a closed hearing or the Board may choose to close the hearing under Wis. Stat. section 19.85(1)(f)
7. that the student and, if the student is a minor, the student's parent may be represented at the hearing by counsel
8. that the administration intends to present witnesses at the hearing with knowledge of the alleged conduct
9. that the parties shall have the right to cross-examine witnesses and to present such evidence and witnesses as deemed appropriate
10. that in considering whether to expel the student, and if so, for what period of time, the Board may also consider the student's complete disciplinary and academic records

These student records are available for the student and parent to review as outlined in Sec. 118.125,

Wis. Stats.

11. if the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday
12. if the Board orders the expulsion of the student, the School District clerk shall mail a copy of the order to the student and, if the student is a minor, to the student's parent
13. if the student is expelled by the Board, the expelled student or, if the student is a minor, the student's parent may appeal the Board's decision to the Wisconsin Department of Public Instruction
14. if the Board's decision is appealed to the Department of Public Instruction, within sixty (60) days after the date on which the Department receives the appeal, the Department shall review the decision and shall, upon review, approve, reverse, or modify the decision
15. the decision of the Board shall be enforced while the Department of Public Instruction reviews the Board's decision
16. an appeal from the decision of the Department of Public Instruction may be taken within thirty (30) days to the circuit court for the county in which the school is located
17. the State statutes related to student expulsion are Secs. 119.25 and 120.13 (1), Wis. Stats.

b. Hearing Procedures

The procedures for the expulsion hearing shall be as follows:

1. The hearing shall be closed.
2. The student and, if the student is a minor, the student's parent may be represented at the hearing by counsel.
3. A quorum of the Board shall be present at the hearing.
4. The Board shall keep written minutes of the hearing.
5. The parties shall have the right to cross-examine witnesses and to present such evidence and witnesses as deemed appropriate.
6. The student should be advised of his/her rights and the procedures to be followed during the hearing.
7. The Administration's burden is to prove the allegations against the student by a preponderance of the evidence.

c. 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.

d. Post-Hearing Procedures

The following post-hearing procedures shall be followed:

1. If the Board orders the expulsion of the student, the School District clerk shall mail a copy of the order separately to the student and his/her parent(s) if the student is a minor; otherwise just to the student.
2. If the student is expelled by the Board, the expelled student or, if the student is a minor, the student's parent may appeal the Board's decision to the Wisconsin Department of Public Instruction.
3. If the Board's decision is appealed to the Department of Public Instruction, within sixty (60) days after the date on which the Department receives the appeal, the Department shall review the decision and shall, upon review, approve, reverse, or modify the decision.

4. The decision of the Board shall be enforced while the Department of Public Instruction reviews the Board's decision.
5. An appeal from the decision of the Department of Public Instruction may be taken within thirty (30) days to the circuit court for the county in which the school is located.

4. Student Records

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

5. Services During Expulsion

No school board is required to enroll a student during the term of his/her expulsion from another school district. Notwithstanding Sections 118.125 (2) and (4), if a student who has been expelled from one (1) school district seeks to enroll in another school district during the term of his/her expulsion upon request the school board of the former school district shall provide the school board of the latter school district with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled and the length of the term of the expulsion.

6. Conditional Early Reinstatement

"Early reinstatement" means the reinstatement to school of an expelled student before the expiration of the term of expulsion specified in the student's expulsion order.

"Early reinstatement condition" means a condition that a student is required to meet before s/he may be granted early reinstatement or a condition that a student is required to meet after his/her early reinstatement but before the expiration of the term of expulsion specified in the student's expulsion order.

- a. A School Board, independent hearing panel, or independent hearing officer may specify one (1) or more early reinstatement conditions in the expulsion order. Early reinstatement conditions must be related to the reasons for the student's expulsion.

- b. Conditional Early Reinstatement Appeal Rights

If the expulsion order is issued by an independent hearing panel or independent hearing officer:

1. The student or the student's parent must be informed of their right to appeal the determination regarding whether an early reinstatement condition specified in the expulsion order is related to the reasons for the student's expulsion to the School Board. The appeal must be taken within fifteen (15) days of the issuance of the expulsion order by the independent hearing panel or officer.
2. The decision of a school board regarding that determination is final and not subject to appeal.

- c. Satisfaction of Early Reinstatement Conditions

The District Administrator or his/her designee, who shall be someone other than a principal, administrator or teacher in the student's school, has sole discretion to determine whether a student has met the early reinstatement conditions that s/he is required to meet before s/he may be granted early reinstatement.

1. If the District Administrator or designee determined the early reinstatement conditions have been met, s/he may grant the student early reinstatement.
2. The determination of the District Administrator or designee regarding satisfaction of early reinstatement conditions is final.

- d. Early Reinstatement Revocation

If a student violates an early reinstatement condition that the student was required to meet after his/her early reinstatement but before the expiration of the term of expulsion, the District Administrator or a principal or teacher designated by the District Administrator may revoke the student's early reinstatement.

Revocation Process

Before revoking the student's early reinstatement, the District Administrator or his/her designee shall do all of

the following:

1. advise the student of the reason for the proposed revocation, including the early reinstatement condition alleged to have been violated
2. provide the student an opportunity to present his/her explanation of the alleged violation
3. make a determination that the student violated the early reinstatement condition and that revocation of the student's early reinstatement is appropriate
4. if the District Administrator or designee revokes the student's early reinstatement, the district administrator or designee shall give prompt written notice of the revocation and the reason for the revocation, including the early reinstatement condition violated, to the student and, if the student is a minor, to the student's parent

e. Term of Expulsion Following Revocation

If a student's early reinstatement is revoked the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the School Board, independent hearing panel or independent hearing officer agree, in writing, to modify the expulsion order.

f. Revocation Decision Appeal Rights

Within five (5) school days after the revocation of a student's early reinstatement the student or, if the student is a minor, the student's parent may request a conference with the District Administrator or his/her designee, who shall be someone other than a principal, administrator or teacher in the student's school.

1. If a conference is requested, it shall be held within five (5) school days following the request.
2. If, after the conference, the District Administrator or his/her designee finds that the student did not violate an early reinstatement condition or that the revocation was inappropriate, the student shall be reinstated to school under the same reinstatement conditions as in the expulsion order and the early reinstatement revocation shall be expunged from the student's record.
3. If the District Administrator or his/her designee finds that the student violated an early reinstatement condition and that the revocation was appropriate, s/he shall issue a written decision and mail separate copies of the decision to the student and, if the student is a minor, to the parent.

The decision of the Administrator or his/her designee is final as to an appeal of the decision to revoke early reinstatement.

C. Referral to Criminal Justice or Juvenile Delinquency System

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to **law enforcement** ~~the criminal justice or juvenile delinquency system~~.

T.C. 2/28/22

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Legal 119.25, Wis. Stats.
 120.13, Wis. Stats.
 18 U.S.C. 921(a)(3)
 20 U.S.C. 7151

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Adopted	August 20, 2018

5751 - **EDUCATION AND SERVICES COUNSELING** FOR SCHOOL-AGE PARENTS

~~The school counselor, on becoming aware of a student's pregnancy, should encourage the student to notify the Principal, and offer to function as liaison between the student, the staff, and outside resource people throughout the term of pregnancy. The counselor's role is to provide support and guidance to the student throughout the pregnancy.~~

~~If a student's pregnancy limits her in the performance of any aspect of her educational program, a statement from the doctor shall be submitted verifying the condition of pregnancy and indicating any limits to be placed on the student's program. If possible, arrangements for the resumption of education will be worked out if and or when she is required to leave.~~

~~Appropriate referral procedures should be offered to the parents and to the expectant mother and, if possible, to the prospective father, if a student of this District.~~

The District recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the District will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

A school-age parent is any person under the age of twenty-one (21) who is not a high school graduate and is a parent, an expectant parent, or a person who has been pregnant within the immediately preceding 120 calendar days.

The District will not deny admission to or participation in any curricular, extra-curricular, student services, recreational, or other program or activity based upon pregnancy, marital, or parental status.

Procedure

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their school counselor or building principal as early as possible to discuss their educational programming. The school counselor and building principal will work with the student to develop a plan to assist the student in participating in District curriculum and extra-curricular activities. Such a plan may include, but is not limited to the following:

- A. providing online courses;
- B. accessing coursework on-line;
- C. providing home-based independent study;
- D. providing homebound instruction;
- E. allowing for a modified or reduced schedule of classes;
- F. arranging meeting times with teachers;
- G. identifying child care providers that meet statutory requirements for quality and care;

- H. providing schedule flexibility (e.g., later start times, changes to the class schedule) whenever possible to enable full participation and reduce school tardiness and absences due to medical, childcare, or other pregnancy or parenting related concerns;
- I. permitting additional time to the pregnant or parenting student for class changes;
- J. permitting the pregnant student the use of elevators when this need is supported by the student's physician and when it is possible to do so;
- K. permitting the pregnant and parenting student to engage in alternative activities that satisfy physical education requirements when requested by the pregnant or parenting student and her physician;
- L. providing hall passes for bathroom use;
- M. providing pregnant and parenting students with class and homework assignments missed during any short term or an excused period of absence to enable the student to complete the assignments and receive credit for them if they are satisfactorily completed by the student within a reasonable amount of time; and

Tests may also be made up within a reasonable amount of time and the teacher has the discretion to determine if the same or reasonably equivalent test shall be administered.

- N. providing other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators.

Pregnant and parenting students shall be notified that they may request and be provided additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis.

Alternative methods of instruction or other alternative programs for pregnant and parenting students are voluntary for the student, and the student may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Attendance and Leave of Absences

Pregnant and parenting students are permitted to attend to their own health care, their child's medical care, or other pregnancy or parenting related appointments with the benefit of having any such absences or tardiness excused. A student must be permitted to take a leave of absence for pregnancy, childbirth, and any other pre-natal and post-natal related medical needs, along with recovery for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student shall be immediately enrolled in the school of record at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extra-curricular activities throughout the student's pregnancy and thereafter. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extra-curricular activity when such certification is required of students for other conditions requiring the attention of a licensed health care provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any District policies in effect under Policy 5200. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork, and any additional needed support to ensure the student keeps up with class requirements when absent.

Breastfeeding and Lactation

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use.

Reasonable accommodations include, but are not limited to:

- A. access to a private, clean and secure room, with an electrical outlet, other than a restroom, to express breast milk or breastfeed an infant child;
- B. permission to bring onto a school campus a breast pump and any other equipment used to express breast milk;
- C. access to a power source for a breast pump or any other equipment used to express breast milk;
- D. access to a place to store expressed breast milk safely; and
- E. a reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child.

A student shall not incur an academic penalty nor face any attendance or tardy penalties as a result of her use during the school day of these reasonable accommodations and shall be afforded an opportunity to make up any work or tests missed due to such use.

Child Care

If in-school child care is not available, a list of qualified licensed child care providers will be provided to pregnant or parenting students. Nothing in this guideline is intended to prohibit or limit any referral for a student or a student's child to an early Head Start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with applicable law. School staff should make every effort to keep personal information and health records confidential and in compliance with Wisconsin and Federal law. Information about students' pregnancies and related conditions should not appear in their cumulative record and cannot be used as an adverse factor when they are being considered for educational or job opportunities, awards, or scholarships.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Additional information regarding "Instruction and Services for School-Age Parents" may be accessed through the following DPI link:

<https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/schoolageparents.pdf>

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Legal	20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
	29 U.S.C. 794, Rehabilitation Act of 1973
	42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
	42 U.S.C. 2000 et seq., Civil Rights Act of 1964
	Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979
	115.91 Wis. Stats.
	118.13, 118,25, Wis. Stats.
	P.I. 9, 41, Wis. Adm. Code
	Fourteenth Amendment, U.S. Constitution
	20 U.S.C. 1681, Title IX of Education Amendments Act

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Book	Administrative Guideline Manual
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Title	Copy of STUDENT FUND-RAISING
Code	ag5830 - R
Status	First Reading
Adopted	August 20, 2018

5830 - **STUDENT FUND-RAISING**

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

In any fund-raising activity involving students, the following conditions must be met:

- A. Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.
- D. No student of any age may participate in off-District fund-raising activities without proper supervision by approved staff or other adults.
- E. In accordance with Board policy, each fund-raising activity must be approved by the Board of Education.
- F. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resaleable can be returned for full credit. The District will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- G. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for as per District procedures.

Monies collected from approved fund-raising activities must be stored in the school safe and deposited into the appropriate account(s) through the District business office on a weekly basis.
- H. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- I. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.

No nondistrict-sponsored organization may use the name, logo, mascot or any other name which would associate an activity with the District without the specific written permission of the District Administrator. Additionally, no nondistrict-sponsored organization may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the District Administrator.

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6605 - **CROWDFUNDING**

The following procedures must be complied with for all crowdfunding campaigns that are conducted or overseen by the Board's employees for activities that relate to, or are undertaken as, a part of their job assignments. These procedures do not apply to crowdfunding campaigns that a staff member may pursue for non-District related activities, in which case the employee's affiliation with the District may not be referenced and District resources, **including but not limited to facilities, technology, or communication networks** may not be used. Staff members are prohibited from using the District's or School's name, **logo, mascot,** or any identifying features **/name which would associate an activity with the District,** unless the staff member fully complies with the procedures outlined below. District employees acting as private individuals shall not represent themselves as agents of the District.

The District Administrator shall pre-approve any crowdfunding website or service that a staff member intends to use for a District-affiliated crowdfunding campaign. Such websites must contain terms and conditions that are acceptable to the Board and consistent with Board policy and applicable laws and regulations. In determining whether to approve a specific crowdfunding service, the District Administrator shall take into consideration whether the website specializes in or has special expertise or experience in managing crowdfunding campaigns involving educational institutions. The District Administrator should also consider the amount of fees charged by the service to host/run the crowdfunding campaign, including any penalties associated with the failure of the campaign to reach its established target. For services that have 501(c)(3) designation, the underlying organization must affirm that it files all appropriate reports, including required registrations, with applicable governmental entities in states where donors reside. Staff members may only use websites/services that send the donated funds and/or purchased items directly to the District/School, and not the staff member.

An approved crowdfunding site/service shall:

- A. **prohibit cash or equivalent payments to District personnel;**
- B. **protect the privacy of students in accordance with State and Federal law and Board policy;**
- C. **provide individual unit/item cost and inventory reporting on the materials and supplies shipped to the District;**
- D. **track the shipment and delivery of materials to verified public schools with notification to the Principal;**
- E. **require the materials and supplies to become the property of the District or school, in accordance with Board policy;**
- F. **require the subsequent documentation of the project's educational benefit; and**
- G. **provide dedicated reporting for District officials regarding the funds raised by, and the materials delivered to, verified public schools.**

Applications & Pre-Approval of Content

Prior to beginning a campaign and making the initial posting of the project on an approved crowdfunding site, the staff member must submit and obtain approval of an application to the Board of Education that includes the following information:

- A. A budget for the project that the campaign will be raising the funds or supplies and equipment for, and a description of how the project will be administered. Crowdfunding may not be used to support District employee salaries, benefits, stipends, or bonuses.
- B. A copy of any narratives that will be submitted as testimonials or in order to solicit the funds on the website along with any photos that the staff member wants to use on the crowdfunding site. Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, or its staff and students. When describing the purpose of the crowdfunding project, staff members are prohibited from identifying specific students and/or their areas of disability or need. Additionally, postings should in no way state or imply that the funds and/or equipment/supplies received through the crowdfunding campaign are necessary in order for students to be appropriately served and educated. Any photos and any information contained in the narratives must protect student privacy and comply with State and Federal student records laws.

As such, in order for students' names and/or images to be utilized (which is discouraged), the staff member must obtain written authorization from the students' parents/guardians. Such authorization must be included with the application.

- C. A copy of the biographical information or personal profile that will be utilized by the staff member on the crowdfunding site.
- D. **Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, its staff, or its students.**
- E. **All postings - including any photos and information contained in the narratives - must comply with applicable State and Federal student privacy laws, including the FERPA and IDEIA.**
- F. **Postings may not include identifiable student images; staff should limit pictures to empty classrooms, the staff member, and/or photos of students when the students are not identifiable (e.g., the back of their heads or hands).**
- G. Confirmation that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the Business Office to be deposited in a specially designated account for the principal of the school that will benefit from the funds/items.
- H. **Staff shall confirm that sought after technology resources align with the District/school's technology plan and requirements.**
- I. A description of any rewards, perks, or thank you gifts that will be provided to donors, including the cost and source of the reward, perk or thank you gift. Students may not participate in the creation/production of rewards, perks or thank you gifts during the school day.
- J. If feasible, the staff member shall include in the posting a link to this Board policy/guideline.

The Board of Education will review the application along with the text that will be utilized in any crowdfunding materials to verify the proposed project and posting (1) will not create any legal liabilities, (2) complies with Board policy and guidelines, and (3) does not violate State and Federal laws and regulations. The Board should pay particular attention to verify the posting does not infringe on student privacy rights and intellectual property laws.

If the Board identifies an issue that may have legal implications, they are to notify the District Administrator so that the District's legal counsel may be consulted prior to rendering a decision on the proposal or posting.

The Board shall have final decision-making authority on granting permission for a crowdfunding proposal or posting.

Once the project and its materials are approved, the posting may be submitted to the crowdfunding site and the campaign commenced.

Staff members may use District Technology Resources to carry out approved crowdfunding activities.

Unless required by the Fair Labor Standards Act, staff members are not entitled to additional compensation for their work on crowdfunding campaigns.

Campaigns will be limited in duration, as set forth in the application.

When the project is approved, the staff member/sponsor will provide the District Administrator with any information needed for the District to receive donated funds directly from the crowdfunding site. The staff member is responsible for verifying that the crowdfunding site is a charitable organization (i.e., a 501(c)(3) entity) so that contributions to it are tax-deductible to the donors. If the entity selected is not a 501(c)(3) organization, the staff member must include in the posting a clear statement that donations to

the fundraising project are not guaranteed to be tax-deductible and that donors should take individual action, including consulting with a tax professional, to determine their tax obligations and/or consequences of their donation. Under no circumstances will the District issue documentation to donors to the crowdfunding site concerning the tax implications of any donations to the site.

The staff member must keep the Principal informed of the status of the campaign as it progresses and at its conclusion.

The staff member is responsible for then making sure any awards, and/or appropriate recognition are sent to the appropriate donors.

Once the funds or supplies/equipment purchased by the crowdfunding site with the proceeds of the campaign are received, they will be made available to the staff member for the express purpose of fulfilling the stated purpose of the project. The staff member, in conjunction with the Principal, is responsible for making sure any funds received are used for the express purpose for which they were raised; the employee must submit to the Principal documentation of any expenditures of the funds, including any purchases made with those funds. Such documentation must be submitted within one (1) week of the expenditure. All funds raised and materials donated are considered the property of the District and shall remain in the District in the event the staff member who ran the crowdfunding campaign terminates his/her employment with the District.

A staff member who violates the crowdfunding policy/guideline is subject to disciplinary action.

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	SMALL UNMANNED AIRCRAFT SYSTEMS
Code	ag7440.03 - NEW - For Review - FIX
Status	First Reading

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS**

A staff member or administrator authorized by the District Administrator to operate a small unmanned aircraft system ("sUAS") on property owned or leased or contracted for by the Board must maintain a remote pilot certificate issued by the Federal Aviation Administration (FAA) and must familiarize themselves with and comply with all rules established by the Federal Aviation Administration (FAA) and these guidelines provided that these guidelines are not inconsistent with the FAA rules which supercede the guidelines. . Failure to follow these rules may result in loss of authorization to operate a sUAS on property owned, leased, or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination for an employee and expulsion for a student.

Definitions

Control station is an interface used by the remote pilot to control the flight path of the drone.

Small unmanned aircraft ("drone") is an unmanned aircraft weighing less than fifty-five (55) pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.

Small unmanned aircraft system ("sUAS") is a drone and its associated elements (including communication links and the components that control the drone) that are required for the safe and efficient operation of the drone in the national airspace system.

Unmanned aircraft is an aircraft operated without the possibility of direct human intervention from within or on the aircraft.

Visual observer is a person who is designated by the remote pilot in command to assist the remote pilot in command and the person manipulating the flight controls of the sUAS to see and avoid other air traffic or objects aloft or on the ground.

Eligibility Criteria

In order to be eligible to obtain a remote pilot certificate for an sUAS, a person must:

- A. be at least sixteen (16) years of age;
- B. be able to read, speak, write, and understand the English language (if a person is unable to meet one of these requirements due to medical reasons, the FAA may place operating limitations on the applicant's certificate);
- C. not know or have reason to know that s/he has a physical or mental condition that would interfere with the safe operation of an sUAS; and
- D. demonstrate specified aeronautical knowledge.

Operator Requirements

An operator (i.e., remote pilot) shall possess proper certification and shall maintain any document, record, or report required to be kept by Federal regulations. The operator must also comply with FAA registration requirements. The operator must, upon request, allow the FAA administrator to make any test or inspection of the drone, the remote pilot in command, the person manipulating the

flight controls of an sUAS, and, if applicable, the visual observer to determine compliance with Federal regulations. ~~(-) Other than the remote pilot in command, no person shall manipulate the flight controls of an sUAS unless that person is under the direct supervision of a remote pilot in command and the remote pilot in command has the ability to immediately take direct control of the drone's flight. [DRAFTING NOTE: Only select this option if the District allows the remote pilot in command, at his/her discretion, to sanction another person to manipulate the flight controls of the sUAS.]~~

An operator shall report immediately any incident or accident involving injury or damage to any property to the District Administrator. Additionally, an operator must report to the FAA, within ten (10) calendar days, any incident or accident involving serious injury to any person, any loss of consciousness, or damage to any property, other than the drone, unless the cost of repair (including materials and labor) does not exceed \$500 or the fair market value of the property does not exceed \$500 in the event of total loss.

Condition for Safe Operation

No person may operate an sUAS unless it is in a condition for safe operation. Prior to each flight, the operator must check the sUAS to verify it is in a condition for safe operation. The operator must discontinue use of sUAS if it is no longer in a condition for safe operation.

Medical Condition

No person may operate an sUAS or otherwise participate in the operation of the drone if s/he has a physical or mental condition that would interfere with the safe operation of the sUAS.

Remote Pilot in Command

A remote pilot in command must:

- A. be designated before or during the flight and is responsible for the operation of the drone;
- B. ensure that the drone will pose no undue hazard to other people, aircraft, or property in the event of a loss of control of the drone;
- C. have the ability to direct the sUAS to ensure compliance with Federal regulations; and
- D. ensure that the operation of the sUAS complies with all applicable Federal regulations.

Hazardous Operation

The operator shall not operate an sUAS in a careless or reckless manner.

The operator shall be responsible for the drone at all times and must ensure that it poses no undue hazard to other people, aircraft or property during its operation.

The operator shall not cause anything to be dropped from the drone that creates an undue hazard to persons or property.

In-flight Emergency

If an in-flight emergency occurs that requires immediate action, the remote pilot in command may deviate from any operating rule in order to meet the emergency. If the remote pilot in command deviates from an operating rule, s/he must, upon request from the FAA administrator, send a written report of the deviation to the FAA administrator. Unrelated to whether the FAA administrator requires a report, the remote pilot in command must also submit a written report to the District Administrator concerning the incident, including what occurred, what actions s/he took during the incident (including any rules that s/he deviated from), and why s/he took those actions.

Operation from a Moving Vehicle or Aircraft

Except as expressly permitted by Federal regulations, no person may operate an sUAS from a moving vehicle or aircraft.

No Alcohol or Drugs

No person may operate or assist in the operation of an sUAS while under the influence of alcohol or drugs.

Daylight Operation

No person may operate an sUAS during the night.

Visual Line of Sight

The remote pilot in command, the visual observer (if one is used), () and the person manipulating the flight control of the sUAS **[DRAFTING NOTE: Only select this option if the District has selected the option above that allows a remote pilot in charge to sanction another person to manipulate the flight controls of the sUAS]** must be able to see the drone throughout the entire flight in order to:

- A. know its location;
- B. determine its attitude, altitude, and direction of flight;
- C. observe the airspace for other air traffic or hazards; and
- D. determine that the unmanned aircraft does not endanger the life or property of another.

Use of a Visual Observer

If a visual observer is used during the operation of a drone, all of the following requirements must be met:

- A. The remote pilot in command (), the person manipulating the flight controls of the sUAS, **[END OF OPTION]** and the visual observer must maintain effective communication with each other at all times.
- B. The remote pilot in command must ensure the visual observer is able to see the drone.
- C. The remote pilot in command (), the person manipulating the flight controls of the sUAS, **[END OF OPTION]** and the visual observer must coordinate their efforts to scan the airspace where the drone is operating for any potential collision hazard and maintain awareness of the drone's position through direct visual observation.

Operation of Multiple Aircraft

No person may operate or participate in the operation of more than one (1) drone at a time.

Hazardous Materials

No drone may carry hazardous materials.

Location of Operation

No person may operate a drone so close to another aircraft so as to create a collision hazard. The person operating the drone must comply with all applicable right-of-way rules.

No person may operate a drone over a human being unless that human being is directly participating in the operation of the drone or located under a covered structure or inside a stationary vehicle that can provide reasonable protection from a falling drone.

No person may operate a drone in any manner that interferes with operations and traffic patterns of an airport, heliport, or seaplane base. Further, no person may operate a drone in certain designated airspaces without authorization from Air Traffic Control. Similarly, no person may operate a drone in prohibited or restricted areas unless that person has permission from the using or controlling agency.

Preflight Familiarization, Inspection

An operator must conduct a preflight inspection that includes an assessment of the operating environment and any risk to persons and property in the immediate vicinity both on the surface and in the air, including:

- A. local weather conditions;
- B. local airspace and any flight restrictions;
- C. the location of persons and property on the surface; and
- D. other ground hazards.

The operator must also ensure that all persons participating in the drone operation are informed about the operating conditions, emergency procedures, contingency procedures, roles and responsibilities, and potential hazards.

Additionally, the operator must verify that all controls (i.e., the control links between the ground control station and the drone) are working properly, that there is sufficient power to operate the drone for the intended period of operation, and that any object attached to or carried by the drone is properly secured and does not adversely affect the flight characteristics or controllability of the aircraft.

Operating Limitations

The drone shall not exceed eighty-seven (87) knots (100 miles per hour).

The drone's altitude cannot be higher than 400 feet above ground level unless the drone is:

- A. flown within a 400-foot radius of a structure; and
- B. does not fly higher than 400 feet above the structure's immediate uppermost limit.

The minimum flight visibility, as observed from the location of the control station, must be no less than three (3) statute miles. (Flight visibility means the average slant distance from the control station at which prominent unlighted objects may be seen and identified by day and prominent lighted objects may be seen and identified by night.)

The minimum distance of the drone from clouds must be no less than 500 feet below the cloud and 2,000 feet horizontally from the cloud.

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Book	Administrative Guideline Manual
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Title	Copy of ASSISTIVE TECHNOLOGY AND SERVICES
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7540.05 - ASSISTIVE TECHNOLOGY AND SERVICES

The **use of assistive technology may in some cases be required for** ~~School District is mandated by State and Federal law to provide assistive technology and services to all~~ students with disabilities ~~if it is required for them~~ to receive a free, appropriate, public education (FAPE).

~~Because any student with a disability from mild to severe may benefit from the use of assistive technology,~~ each IEP team shall **determine in the course of the IEP process whether at any time a student's IEP should include the** ~~include in their deliberations the~~ use of assistive technology devices and services ~~to aid students with disabilities~~.

~~A large number of items can be considered as~~ assistive technology **is a term that encompasses a wide variety of.** ~~The~~ devices **that help the students with any activity or skill necessary for the student to obtain FAPE, including** writing, computer access, composing written material, communication, reading, learning, and studying, math, recreation and leisure, electronic aids for daily living, mobility, positioning and seating, vision, hearing, ~~and~~ vocational needs, **and behavioral supports.**

It is the responsibility of the IEP team to select the appropriate assistive technology needed by the student, **if any.** If the IEP team decides to try an assistive technology with a student, **the term is expected to locate a low, or no-cost resource for the technology, and to conduct an evaluation of the assistive technology to determine whether it provides the expected benefit** ~~they may need to borrow it first to assure that the assistive technology works~~ as intended, before ~~they~~ requesting **ing that the District** the purchase ~~of~~ the technology. The School District is required to "provide," but does not need to own, the assistive technology.

~~The IEP team may consider borrowing the technology from CESA or from Wisconsin's AT Lending Library, operated by the Wisconsin Assistive Technology Initiative (WATI).~~

~~The IEP team should carry out an evaluation of the assistive technology to assure that the device provides the expected benefit for the student.~~

The IEP team is required to formally evaluate the effectiveness of assistive technology if a purchase is required.

The IEP team **may also consider the use of** ~~must also provide~~ assistive technology services **as part of an IEP. Such services include** ~~Assistive technology services are~~ any service ~~that is~~ needed to help the student acquire or use the assistive technology. ~~The~~ services **may be provided to address the following needs** ~~include~~:

- A. assessing the student's need for assistive technology;
- B. purchasing, leasing or otherwise providing for the acquisition of assistive technology devices;
- C. fitting adapting, maintaining and repairing the assistive technology as needed;
- D. coordinating and using other therapies, interventions or services with assistive technology devices;
- E. training the student to use the assistive technology;
- F. training the school staff and, if necessary, the family to use the assistive technology.

Assistive technology devices and services may be provided as an annual goal or short-term objective, related services, or supplementary aids and services **depending on the determination of a student's IEP team, which shall also determine the extent to which such technology or services are required for the student**~~to any student who requires them~~ in order to benefit from the educational program, **as well as whether the assistive technology is needed at home.**

~~The IEP team must also decide if the assistive technology is needed at home. Such decisions will be made on a case-by-case basis.~~

~~Technical assistance and support are available from the Wisconsin Assistive Technology Initiative (WATI). WATI operates a lending library and a used equipment market place. An assistive technology specialist is available to present current information on issues relating to assistive technology.~~

~~The Director of Special Education will be responsible for providing the necessary forms for assistive technology requests and for monitoring progress using assistive technology and services. Such forms may include those developed by WATI.~~

~~The Director of Special Education will also be responsible for establishing a training program designed to inform the staff of the assistive technology policy and guidelines and to familiarize the staff with the assistive technologies and services available to students with disabilities.~~

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Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of PERSONNEL RECORDS
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Status	First Reading
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8320 - **PERSONNEL RECORDS**

Maintaining accurate personnel records is critical to effective human resource management and to the District satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the District has developed the following administrative guideline relating to personnel records.

Location and Maintenance – Personnel File, Payroll File, I-9 File, and Medical File

The District Records **Custodian Officer** (DRCO) will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations. Supervisors and other administrators should forward all personnel records, I-9 records, payroll records, and medical records to the DRCO to ensure that they are properly filed and maintained. Supervisors and other administrators should not maintain files containing an employee's personnel records, payroll records, I-9 records, or medical records. Further, neither the Board nor any individual employed by the Board shall access an employee's personnel records except for legitimate business purposes. Any individual who reviews personnel records will sign and date a log, which shall be kept in a secure location.

Personnel File Records

An employee's personnel file will contain the following records (if applicable):

- A. Completed employment records
- B. Offer letter
- C. Acceptance letter
- D. Emergency contact information
- E. **Written requests to review the personnel file**
- F. Letters of commendation
- G. Academic or other achievement records
- H. Training records
- I. Records relating to final disciplinary actions (e.g., written warning for excessive absenteeism)
- J. Leave request forms and supporting documentation; provided, however, that all such documents should have all medical information removed
- K. Written requests to review the personnel file

- L. Grade transcript(s)
- M. Current name, address, and telephone number
- N. An accurate record of work experience
- O. Proof of fulfillment of requirements for change in salary classification
- P. Current information pertaining to certificates required by the State
- Q. Record of assignments
- R. Proof of discharge from military service
- S. Rate of compensation
- T. Completed evaluations
- U. Special awards or distinctions

Payroll File Records

An employee's payroll file will contain the following records (if applicable):

- A. W-4 forms
- B. Direct deposit authorization
- C. Consent to payroll deductions
- D. Beneficiary designation forms
- E. Retirement registration
- F. Life and disability insurance forms, without medical information
- G. Completed annuity forms
- H. garnishment actions served on the District

Medical File Records

An employee's medical file will contain the following records (if applicable):

- A. Medical records, notes, or other documents containing medical information including, but not limited to, records containing physical limitations.
- B. Medical records relating to leaves of absence for medical reasons, including, but not limited to, Family and Medical Leave Act leave and sick leave, (e.g., medical certification forms, requests for leave, and fitness for duty statements).
- C. Workers' compensation records and supporting documentation including, without limitation, physician notes relating to an employee's ability to return-to-work and an employee's physical limitations.
- D. All occupational exposure and medical records that the District is required to maintain under the Occupational Safety and Health Act.
- E. Requests to review the medical file.

I-9 File Records

The I-9 file will contain records required by the Immigration Reform and Control Act of 1986 including, but not limited to, the properly completed form I-9 and, if copies of verification documents presented by employees are retained for all employees, clear and legible copies should be retained with each employee's I-9, as well as any form corrections, rehire forms, or reverification forms. ~~(-) The District participates in the E-Verify program and retains a copy of new hire verification reports with the I-9 File.~~

Other Personnel Records

The District will maintain the following personnel records (if applicable) in separate, secure files:

- A. Criminal conviction history requests and reports
- B. Employee assistance program records
- C. Employee relations complaints including, for example, discrimination complaints
- D. Investigative and deliberative records relating to employee relations matters
- E. Privileged and confidential communications including, but not limited to, attorney-client communications

Third-Party Access to Personnel Records – Confidentiality

It is the District's policy to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practicable in keeping with the District's interest. Information in an employee's personnel file, medical file, I-9 file, and all other employment-related files will not be disclosed to any third party without an employee's written consent, except to meet the legitimate business needs of the District or as required by law (e.g., subpoena or public record request).

Access to Personnel Documents, Employee and Designated Representative

A. Covered Documents

Upon the written request of an employee or former employee (the "employee"), the District shall permit the employee to inspect any personnel documents which are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. Provided, however, that the employee has no right to inspect the following:

1. Records relating to the investigation of possible criminal offenses committed by that employee
2. Letters of reference for that employee
3. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document
4. Materials used by the District for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments, or other comments or ratings used for the District's planning purposes
5. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy
6. Records relevant to any other pending claim between the District and the employee which may be discovered in a judicial proceeding
7. Medical records that the District believes would have a detrimental effect on the employee

In this instance, the District may release the medical records to the employee's physician or through a physician designated by the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family.

B. Request and Review Procedure

Unless modified or suspended by State law, the following procedures shall apply to employee requests to inspect the employee's own personnel file. The District shall grant at least two (2) requests by an employee in a calendar year to inspect the employee's records as provided in this guideline.

The District shall provide the employee with the opportunity to inspect the employee's records within seven (7) working days after the employee makes the request for inspection. **If a request is made orally, the requestor shall be required to submit a written request.** The inspection shall take place at a location reasonably near the employee's place of employment and during normal working hours. If the inspection during normal working hours would require an employee to take time off from work, the District may provide some other reasonable time for the inspection. In any case, the District

may allow the inspection to take place at a time other than working hours or at a place other than where the records are maintained if that time or place would be more convenient for the employee. The records will be reviewed in the presence of the DRC or a designee.

The employee shall not make any alterations or additions to the record nor remove any material from the record. A copy of the employee's request to review personnel records shall be filed in the employee's personnel file.

C. Designated Representative

An employee may designate a representative to inspect the employee's personnel records. The designation shall be in writing. The District shall allow such a designated representative to inspect that employee's personnel records in the same manner as the employee is permitted to inspect them under this guideline.

D. Copy Charges

The District will not charge employees who wish to copy or receive a copy of records.

Personnel Record Correction

If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the District and employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The District shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

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Legal 103.13, Wis. Stats.
 The Americans with Disabilities Act of 1990

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Title	Copy of STUDENT RECORDS
Code	ag8330 - L
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Adopted	July 22, 2019

8330 - **STUDENT RECORDS**

Student records shall be maintained in accordance with Board Policy 8330 and State/Federal laws and regulations.

The student record is the legal record for each student who is or has attended schools within the District. All information contained in the student record must be factual, verifiable, and of a constructive nature. The Board shall collect, maintain, and use only information necessary for legally mandated functions.

Education Records, as defined in 34 C.F.R. 99.3 (Family Educational Rights and Privacy Act), means those records, files, documents and other materials that are: 1) directly related to a student; and 2) maintained by Board or by a party acting for the Board. "Record" means any information recorded in any way, including, but not limited to: handwriting; print; computer media; tape; film; microfilm and microfiche.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent(s) 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 reasonable 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.

Definitions

- A. "Record" means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics.
- B. "Student records" include all records relating to an individual student, regardless of format, other than: 1) notes or records maintained for personal use by teachers or other personnel required to hold certification by the Department, provided those notes or records are not available to others; 2) records necessary for and available only to persons involved in the psychological treatment of a student; and 3) law enforcement unit records. The District is required, however, to maintain the confidentiality of law enforcement unit records in the same manner as a law enforcement agency is required to treat the records of juveniles under Section 938.396(1) to (1x) and (5).
- C. "Progress records" are student records that include a statement of courses taken by the student, the student's grades, the student's immunization records, the student's attendance record, any lead screening records required under 254.162, Wis. Stats. and records of the student's extra-curricular activities.
- D. "Behavioral records" include student record other than progress records and directory data. Examples include: standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than his/her immunization records, and law enforcement records.

- E. "Student physical health records" include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision, or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.
- F. "Law enforcement unit" means any individual, office, department, division, or other component of a School District that is authorized or designated by the school board to do any of the following:
1. Enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance, against any person other than the school district.
 2. Maintain the physical security and safety of a public school.
- G. "Law enforcement unit records" means records maintained by a law enforcement unit that were created by that law enforcement unit for the purpose of law enforcement.
- H. "Court records" include those records received from a court clerk concerning a juvenile enrolled in the District who: 1) has had a petition filed with the court alleging that s/he has committed a delinquent act that would be a felony if committed by an adult; 2) has been adjudged delinquent; 3) has school attendance as a condition of his/her court dispositional order; or 4) has been found to have committed a delinquent act, at the request of or for the benefit of a criminal gang, that would be a felony if committed by an adult and has been adjudged delinquent on that basis.
- I. "Student patient records" include all those records relating to a student's physical health except those included in the "student physical health records" definition above.
- J. "Directory Information" includes those student records which identify a student's:
1. name;
 2. participation in officially recognized activities and sports;
 3. height and weight if a member of an athletic team;
 4. date of graduation;
 5. photographs;
 6. degrees or awards received.
- Directory information may also include a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).
- K. "Law enforcement officers' records" includes those records and other information obtained from a law enforcement agency relating to: 1) the use, possession, or distribution of alcohol or a controlled substance by a student enrolled in the District; 2) the illegal possession of a dangerous weapon by a child; 3) an act for which a District student was taken into custody based on the law enforcement officer's belief that the student violated or was violating certain specified laws; and 4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or on the request of the District Administrator or designee, subject to the agency's official policy. Once the record information is received, the student named in the records and the parent of any minor student named in the records shall be notified on the information.
- L. **"Eligible student" means a student who is no longer a minor due to having reached the age of eighteen (18). Also referred to as an adult student.**

The term, Education Records, does not include:

- A. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto that are:
1. Kept in the sole possession of the maker thereof; and
 2. Used only as a personal memory aid; and

3. Not accessible or revealed to any other person except a temporary substitute for the maker of the record;

For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.

B. Records maintained by a law enforcement unit (e.g., School Resource Officer) of the School District that were created by that law enforcement unit for the purpose of law enforcement;

C. Records relating to an individual who is employed by the Board, that:

1. Are made and maintained in the normal course of business;
2. Relate exclusively to the individual in that individual's capacity as an employee; and
3. Are not available for use for any other purpose;

Records, however, relating to an individual at the District who is employed as a result of his/her status as a student are education records.

D. Records on a student who is eighteen (18) years of age or older, that are:

1. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity; and
2. Made, maintained, or used only in connection with the treatment of the student; and
3. Disclosed only to individuals providing the treatment (except, that the records can be personally reviewed by a physician or other appropriate professional of the student's choice). For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the educational agency or institution;

E. Records created or received by the Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student (e.g. information pertaining to the accomplishments of alumni);

F. Grades on peer-graded papers before they are collected and recorded by a teacher.

The student's school record shall **be retained consistent with Policy 8310.**~~contain the following information that shall be retained permanently or for 100 years:~~

- A. ~~name, address and telephone listing of the parent (see Form 8330-F1);~~
- B. ~~enrollment data to include validated birth record, proof of residency, immunization records, and social security number or computer number;~~
- C. ~~attendance records;~~
- D. ~~grades and/or transcripts;~~
- E. ~~standardized and/or mandated achievement test data, including proficiency/achievement test records that include the date each student meets the proficient level for the test administered; and~~
- F. ~~date of graduation and/or transfer or withdrawal.~~

~~The student's education records shall contain, if applicable to the individual, the following information, to be retained for a period not less than two (2) years beyond the date of high school graduation:~~

- A. ~~health and medical information; emergency medical authorization forms may be destroyed upon the annual receipt of the forms as required by law;~~
- B. ~~court order on parental rights and responsibilities and/or custodial or guardianship arrangements, including any court orders regulating access of a parent to school records;~~
- C. ~~awards and recognitions;~~
- D. ~~information and/or data relevant to the identification, evaluation and/or placement of students in accordance with the Individuals with Disabilities Education Act, Section 504 of the 1973 Rehabilitation Act or other applicable State laws and regulations;~~

- E. ~~reports and such other confidential information generated by professionals or agencies outside the District relevant to the student's educational program;~~
- F. ~~such other verifiable, factual and relevant information to be used in making decisions regarding the student's educational program, including disciplinary records;~~
~~[] Disciplinary records are not to be removed from the permanent record when the student leaves the school.~~
- G. ~~disciplinary records including any suspension and expulsion action must be included in records transferred to a receiving school.~~

Responsibility

~~The Custodian of Student Records (COSR) shall be the principal who may delegate certain responsibilities to the school secretary.~~ The **Principal COSR** is responsible for maintaining the confidentiality of directory information if the parents or eligible student have so requested, and other personally identifiable information in the education records and may delegate certain responsibilities to office staff. The **Principal COSR** is responsible for the implementation of this Board's policies and procedures regarding confidentiality, including informing all personnel in this District who collect, maintain, use, or otherwise have access to student records of this Board's policies and procedures on confidentiality.

The District's Records **Custodian in Officer (DRCO)** shall prepare an annual notice to parents/eligible students that informs them of their rights to:

- A. Inspect and review the student's education records;
- B. Request an amendment to the records if the parent or eligible student believes the information to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. Limit the disclosure of personally-identifiable information defined as directory information within Policy 8330 or to such other disclosures not required by law;
- D. Request a hearing if the Board refuses to amend records believed by the parent or eligible student to be misleading or inaccurate and to file a complaint with the United States Department of Education if the parent/eligible student is dissatisfied with the results of the hearing;
- E. Obtain a copy of the Board's policy on student records.

The notice may be in the form of a section of the local newspaper, District's newsletter, and/or the student handbooks.

Ongoing Maintenance of Records

A. Public Listing of Authorized Employees

1. Each Principal shall maintain a current listing of those employees and other persons, approved by the DRC, authorized to access personally-identifiable information housed at the location specified.
2. Each Principal shall post and maintain the listing for public inspection at his/her respective location.

B. Types and Location of Records

1. The DRC shall prepare a listing of the types and locations of records collected, maintained, or used by the District, and the name of the COR at each location.

The list shall be provided to parents/eligible students upon request.

2. Education records shall be stored in secured facilities and/or equipment, and shall be available only to those specified in policy or these guidelines. Reasonable and appropriate methods (including but not limited to physical and/or technological access controls) shall be 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 a legitimate educational interest. The Principal is directed to utilize reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the District discloses personally identifiable information from education records.

C. Consent to Disclose Information

1. Whenever there is a request for a copy of information from a student's record, the Principal shall obtain written and dated consent, prior to the disclosure of records, from parents/eligible students, which includes:

- a. The records that may be disclosed;
- b. The purpose for which the disclosure may be made;
- c. The party or class of parties to whom the disclosure may be made;
- d. **An adult student's** ~~Signed permission should be obtained from eligible students prior to allowing their~~ parents **are entitled to** access ~~the~~ **to adult student's** ~~the~~ records, provided the **adult** student is ~~not~~ considered a dependent under Section 152 of the Internal Revenue Code **and provided that the adult student has not stated in writing on file with the District that his/her parents are not allowed access to any records containing personally identifiable information.**

2. Prior consent will not be needed if:

- a. The disclosure is to school officials, including teachers, who have a legitimate educational interest (as defined by Board policy) in the information;

In order for a contractor, consultant, volunteer, or other party to whom the Board has outsourced institutional services or functions to be considered a school official, the outside party must:

- 1. Perform an institutional service or function for which the Board would otherwise use employees;
- 2. Be under the direct control of the Board with respect to the use and maintenance of education records; and
- 3. Be subject to applicable provisions governing the use and re-disclosure of personally identifiable information from education records;

- b. The disclosure is to another school, School District, or postsecondary institution, as stated in Board policy;
- c. The disclosure is, subject to the conditions set forth in applicable Federal and/or State statutes and/or regulations, to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the United States Secretary of Education, or State and local educational authorities;
- d. The disclosure is in connection with a student's application for or receipt of financial aid; (See section below entitled: "Disclosure for Student Financial Aid");
- e. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction;

Disclosures pursuant to this paragraph are limited to circumstances when the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; the information is destroyed when no longer needed for the purposes for which the study was conducted; and the Board enters into a written agreement with the organization that contains all the content required by applicable Federal regulations.

This written agreement will include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

- f. The disclosure is to authorized representatives of the Comptroller General, the Attorney General, the Secretary of Education, or State and local authorities, and is made for the purpose of conducting an audit or evaluation of a Federal or state supported education program, or to enforce or comply with Federal requirements relating to those programs;

A written agreement between the parties is also required under this exception. Mandatory elements of this written agreement include: 1) designation of the receiving entity as an authorized representative; 2)

specification of the information to be disclosed; 3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government supported educational program or to enforce or comply with the program's legal requirements; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Pursuant to the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
- h. The disclosure is to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- i. The disclosure is to comply with a judicial order or lawfully issued subpoena;

Disclosures permitted by this paragraph may only occur after the Board makes a reasonable effort to notify the parent or eligible student of the order or subpoena, so the parent or eligible student may seek protective action, unless the disclosure is authorized by applicable Federal regulations. The Board need not notify the parent when the parent is a party to a court proceeding involving child abuse and neglect (as defined in Section 3 of the Child Abuse Prevention and Treatment Act) or dependency matters, and the order is issued in the context of that proceeding. Additionally, if the Board initiates legal action against a parent or student, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to proceed with the legal action as plaintiff. Likewise, if a parent or student initiates legal action against the Board, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to defend itself.

- j. The disclosure is in connection with an emergency; (See section below entitled: "Emergency Release");
- k. The disclosure is information the Board has designated as "directory information";
- l. The disclosure is to the parent of a student who is not an eligible student, or to the student;
- m. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, and the information was provided to the Board pursuant to that law and its implementing regulations;
- n. The disclosure concerns the juvenile justice system and its ability to serve, prior to adjudication, the student whose records are released, providing the officials to whom the records are released certify, in writing, to the District that the information will not be released to a third party, except as provided by State law, without the prior written consent of the parents;
- o. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency, or tribal organization as defined in Federal law, who has the right to access a student's case plan as determined by the agency or organization, when such agency or organization is legally responsible for the care and protection of the student provided the education records and personally identifiable information will not be unlawfully released to third parties;

The agency or organization may release the education records and personally identifiable information to an individual or entity engaged in addressing the student's education needs and authorized by the agency or organization to receive such disclosure and such disclosure is consistent with state or tribal laws applicable to protecting the confidentiality of a student's education records.

- p. The disclosure is authorized by other sections of Family Education Rights and Privacy Act (FERPA).

3. De-identified Records and Information – The District may release education records without prior consent if all personally identifiable information has been removed provided the administration (i.e., the DRO and COR) have made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.
4. No person shall release to a parent of a student who is not the custodial parent or any other person any information about the school to which the student has transferred or that would enable the parent who is not the custodial parent to locate the student if the school to which the student has transferred informs this District that the student is under the care of a shelter for victims of domestic violence.

Parents: Disclosure, Inspection, Review of Records

The Principal shall permit parents/eligible students, upon request, to retrieve information from and to inspect and review, records that are maintained by the District that relate to the student's education. The following conditions shall apply:

- A. At times, agencies or individuals outside the District provide the District with information necessary and relevant to the student's education. Psychological or medical information should be provided to a parent in the presence of an appropriately-licensed professional who can properly explain the information. Such information may be provided to the District only with the written consent of the parent. Upon parental request the Board will notify the parent with the date and source of any record generated outside the District so that parents may access these records through the originator.
- B. If any education record includes information on more than one (1) student, the parents/eligible student shall have the right to review and inspect only the part of the record that relates to the student, or to be informed of that specific information.
- C. The request for access to records must be honored within a reasonable period, but in no case later than forty-five (45) calendar days from receipt of the request. Requests to inspect and review education records that are collected, maintained or used by the District with respect to students with disabilities must be honored without unnecessary delay, and before any meeting regarding an individualized educational program (IEP), hearing relating to the identification, evaluation, or placement of the student, or resolution session, and in no case more than forty-five (45) calendar days after the request was made.
- D. The parents/eligible students have a right to have their representative inspect and review the records upon submission of a signed and dated written consent that:
 1. Specifies the records that may be disclosed;
 2. States the purpose of disclosure;
 3. Identifies the party or class of parties to whom the disclosure may be made.
- E. The Board shall presume that either parent has the authority to disclose, inspect, and review the student's records unless a court order indicates otherwise or unless otherwise prohibited by law.

If the parents/eligible students request an opportunity to inspect and review records, a written request is necessary.
- F. The parents/eligible students are to complete the Board's Request for Information Form 8330 F5 prior to receiving copies of any record.

The Principal shall arrange a mutually-agreeable time for the review with the parents/eligible students.
- G. Subject to the limitations within the law, policy, and/or guidelines, the Principal shall provide parents/eligible students with copies of any information in the student's education records and shall respond to reasonable requests for explanation and interpretation of the records. Copies of the records shall be provided for the current cost of duplication unless that fee effectively prevents the parents/eligible students from exercising the right to inspect and review the records.
- H. If the parents/eligible students request disclosure of specific information by telephone, the Principal shall not disclose requested information.
- I. The District shall not destroy any education record if there is an outstanding request to inspect and review the record.
- J. Parents/Eligible students who have provided the District with signed security and release documents may access the confidential attendance and academic record information about their student through the Internet. Neither the District nor its employees will be held responsible for any privacy violation by the parent/eligible student or any unauthorized party.

Confidentiality

A. Access to Student Progress and Behavior Records - All student progress and behavioral records maintained by the School District shall be confidential with access limited to the conditions below:

1. Upon request, an eligible student or the parent of a minor student shall be shown and provided with a copy of the student's progress records.
2. Upon request, an eligible student or the parent of a minor student shall be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records.
3. The judge of any court of Wisconsin or of the United States shall, upon request, be provided with a copy of all progress records of a student who is the subject of any proceeding in such court. The District shall make a reasonable effort to notify the parent or eligible student of the order in advance of compliance therewith, except as otherwise provided by law.
4. Student records shall be made available to school officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "School Official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or 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. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.
 - a. If law enforcement officers' record information obtained by the District relates to a District student, the information shall be disclosed only to those employees who are required by the DPI to hold a license and to other school officials who have been determined by the Board to have a legitimate educational interest, including safety interest, in the information. It shall also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.
 - b. Court order records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school.
5. Upon the written permission of an eligible student or parent of a minor student, the school shall make available to the person named in the permission form, the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the eligible student or by the parent of a minor student in the written permission form.
6. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action and only after the moving party has made a showing to the court that the records are likely to yield such information that could not be otherwise obtained. The court may turn the records or parts thereof over to parties in the action or their attorneys if the court determines that the records or parts thereof are relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or eligible student of the subpoena in advance of disclosure except as otherwise provided by law.
7. Information required by law may be provided to the DPI or any public officer. Upon request, the Board shall provide the DPI with any student record information that relates to an audit or evaluation of a Federal or State-supported program or that is required to determine compliance with State law provisions.
8. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the Individualized Education Program (IEP) Team in accordance with State and Federal law.
9. The district board of the technical college in which the school is located, the Department of Health Services, the Department of Workforce Development, or a county department verifying eligibility for public assistance shall, upon request, be provided with the names of students who have withdrawn from the school prior to graduation.

10. Information from a student's immunization record shall be made available to State and local health officials to carry out immunization requirements.
11. Personally identifiable information from the student records of an eligible student may be disclosed to the parent of the eligible student without the written consent of the eligible student if the eligible student is a dependent of his/her parent for tax purposes (under the Federal Internal Revenue Code, 26 U.S.C. 152). This may be done unless the eligible student has informed the school, in writing, that the information may not be disclosed.

Personally identifiable information includes a biometric record, which means a "record of one or more measurable behavioral or biological characteristics" that can be used to identify a student. (e.g., fingerprints, retinal scans, voiceprints, DNA sequence, and handwriting).
12. A student's records shall be disclosed in compliance with a court order under Wisconsin's delinquency statutes after a reasonable effort has been made to notify the student's parent.
13. The District shall provide to the court, in response to a court order, the names of all persons known by the District to be dropouts and who reside within the county in which the circuit court or the municipal court is located.
14. Annually, on or before August 15th, the District shall report to the appropriate community services boards established under Sections 51.42 and 51.437 the names of students who reside in the District, who are sixteen (16) years of age or older, who are not expected to be enrolled in an educational program two (2) years from the date of the report and who may require services under Sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism, and drug abuse).
15. If school attendance is a condition of a student's dispositional order under Section 48.355(2)(b)7 or 938.358(2), the Board shall notify the county department that is responsible for supervising the student within five (5) days after any violation of the condition by the student.
16. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent shall be notified of that disclosure as soon as practicable after the disclosure.
17. A fire investigator shall be provided with a copy of a student's attendance record if the fire investigator certifies in writing that the student is under investigation for arson, that the attendance record is necessary for the investigation and that the records will be used and further disclosed only for the purpose of pursuing the investigation.
18. The District shall provide student disciplinary records necessary for purposes of student enrollment in another public or private school district in this State or any other as permitted by law. These records may include:
 - a. A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the students;
 - b. A written explanation of the reasons for the expulsion or pending disciplinary proceedings;
 - c. The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.
19. The District may disclose student records to appropriate parties, e.g. law enforcement officials, or health care workers, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
20. The District may disclose personally identifiable information from an education record to appropriate parties, including parents of eligible students, in connection with an emergency if necessary to protect the health or safety of the student or other individuals. If the District determines there is an articulable and significant threat, it may disclose the information to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
21. On request, a school board may 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 Sections 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 U.S.C. 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.

22. The disclosure is to authorized representatives of the Comptroller General, the Attorney General, the Secretary of Education, or State and local authorities, and is made for the purpose of conducting an audit or evaluation of a Federal or State supported education program, or to enforce or comply with Federal requirements relating to those programs. A written agreement between the parties is also required under this exception. Mandatory elements of this written agreement include: 1) designation of the receiving entity as an authorized representative; 2) specification of the information to be disclosed; 3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government supported educational program or to enforce or comply with the program's legal requirements; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

The District has implemented physical, technical and administrative safeguards to ensure that records sent by the District to students or their parents, or both, through e-mail are not disclosed to a third party. Notwithstanding these measures, there are risks inherent in e-mail transmissions, and the District cannot guarantee the confidentiality and security of e-mail. Accordingly, the District must obtain prior written consent from any student or parent to whom student records will be sent through e-mail. (See Form 8330 F4b). In addition, any e-mail containing educational records will contain the following nondisclosure notice: Federal Rule (34 C.F.R. 99.33) prohibits a third party (e.g., Internet Service Provider) from making any further disclosure of this information unless expressly permitted by the prior consent of the parent or eligible student.

B. Access to Directory Data - Except as otherwise provided below, directory information may be disclosed to any person after the school has: 1) notified the parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory information with respect to each student; 2) informed such persons that they have fourteen (14) days to inform the school that all or any part of the directory information may not be released without their prior consent; and 3) has allowed fourteen (14) days for the parents, legal guardian, or guardian ad litem of any student to inform the school, in writing, that all or any part of the directory information may not be released. At the end of this fourteen (14) day period, each student's records will be appropriately marked by the records' custodian(s) to indicate directory data items, if any, the District must receive parental permission to release. This designation will remain in effect until it is modified by the written direction of the student's parent, guardian, or guardian ad litem.

1. If the District has followed the notification procedure above, and the parent, legal guardian, or guardian ad litem does not object to the direct information being released, the Board Clerk (or designee) may conduct a balancing test to weigh the public interest in disclosure versus the public interest in non-disclosure.
2. If the District has followed the notification procedure outlined above, and the parent, legal guardian, or guardian ad litem does not object to the directory information being released, the Board Clerk (or designee) shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college board.
3. If the District has followed the notification procedure outlined above, and the parent, legal guardian, or guardian ad litem does not object to the directory information being released, the Board Clerk (or designee) shall, upon request, provide any representative of any law enforcement agency, city attorney, district attorney, or cooperation counsel, county department under Sections 46.215 or 46.22 or 46.23, a court of record or municipal court with such directory information relating to any such student enrolled in the School District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.
4. If the District has followed the notification procedure outlined above, and the parent, legal guardian or guardian ad litem does not object to the directory information being released, the Board Clerk (or designee) shall, upon request, provide any military recruiter or institution of higher education with the name, address, and telephone number of the student. (Only secondary schools are required to provide this information to military recruiters or institutions of higher education.)

C. Access to Student Patient Records - All student patient records shall remain confidential. They may be released only to persons specifically designated by State or Federal law or to other persons with the informed consent of the patient or person authorized by the patient. Student patient records maintained by the District may only be released without informed consent to a District employee or agent if any of the following apply:

1. The employee or agent has responsibility for the preparation or storage of patient health records.
2. Access to patient health records is necessary to comply with a requirement in Federal or State law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome--AIDS) shall be confidential and may be disclosed only with the informed **written** consent of the test subject.

D. Disclosure of Personal Information for Purposes of Marketing or Selling Information

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The parent of a 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. The parent must submit a written request to the building principal at least fifteen (15) calendar days before the scheduled date of the activity. The instrument will be provided within ten (10) business days of the principal receiving the request. Parents will be notified at least annually at the beginning of the school year of the specific or approximate date(s) 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:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazine, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary and secondary schools;
4. 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;
5. The sale by students of products or services to raise funds for school-related or education-related activities; or
6. Student recognition programs.

E. Disclosure of Educational Records to a Third-Party - The District will inform in writing any third-party to whom personally identifiable information is released that, except as otherwise permitted by State or Federal law, the party is not allowed to disclose the information to others without the written consent of the student's parents or the student, provided the student is an adult.

F. Disclosure of Library Records to Parents

See Policy 2416.01 Parental Access to Library Records

G. Interagency Agreement to Disclose Student Records

Pursuant to Section 118.125, Wis. Stats., the District has entered into an interagency agreement(s) with the entities listed below to disclose student records before adjudication for the purpose of providing services to the student. Each of the entities has certified in writing that the records will not be disclosed to any other person, except as permitted by law:

1. law enforcement agency
2. corporation counsel
3. agency, as defined in 938.78(1) (i.e., the department of corrections, a licensed child welfare agency, or a county department under Secs. 46.215, 46.22, or 46.23, Wis. Stats.

Maintenance of Records

- A. Except as otherwise specifically provided, all student records will be kept in one (1) file in the school building in which the student is enrolled. This file will be kept in a locked file or drawer under the control of the building principal. Law enforcement and student patient records shall be maintained separately from a student's other records.
- B. Copies of records of any student referred for a suspected disability will be maintained in the Pupil Service Office in addition to the school file. Copies of all student physical health records also will be maintained at the Pupil Services Office.

- C. Requests for access to, or copies of, student records will be referred to the building principal for action. Student records shall be released only to the extent authorized by law.
- D. A record of each request for access to and each disclosure of personally identifiable information from a student's school records shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
1. The parent or eligible student
 2. A school official
 3. A party with written consent from the parent/guardian or eligible student
 4. A party seeking directory information
 5. A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed
- E. Records of students who cease to be enrolled shall be maintained as follows:
1. All behavioral records will be destroyed one (1) year after the date the student graduated from or last attended the school unless the student, or his/her parent if the student is a minor, gives permission that the records be maintained for a longer period of time. Where such written permission is received, behavioral records will be destroyed after the time specified in the permission form or at the discretion of the District when they are of no further obvious use.
 2. Progress records will be kept five (5) years after the date the student graduated from or last attended the school, except a record of grades and attendance is to be kept permanently.
 3. Records of psychological testing or special education evaluations, including all individual reports, will be maintained for one (1) year after a student transfers out of the District. Upon written permission of an eligible student or the parent or legal guardian of a minor student, such records will be maintained for up to five (5) years.

Amendment of Records

- A. A parent or an eligible student who believes that the school records collected, maintained, or used are inaccurate, misleading, or otherwise in violation of the privacy rights of the student may request the District to amend the records. The District will decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request.
- B. If the District decides to refuse to amend the information in accordance with the request, it will inform the parent or eligible student of the refusal and advise him/her of the right to a hearing before the Board. On request, the District shall provide an opportunity for a hearing to challenge information in school records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
- C. If, as a result of the hearing, the District decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the information accordingly and so inform the parent/guardian or eligible student in writing.
- D. If, as a result of the hearing, the District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place in the records it maintains on the student, a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District.

The District shall require that any explanation placed in the records of a student be maintained by the District as part of the records as long as the record or contested portion is maintained by the District. If the records of the student, or the contested portion, are disclosed by the District to any party, the explanation shall also be disclosed to that party.

Procedure for Hearing to Amend Record

The District shall provide parents/eligible students with the opportunity to amend records when they believe that any of the information regarding their student is inaccurate, misleading, or violates the student's privacy.

A. Upon receipt of a written request to amend records, the Building Principal shall ascertain the specific information that is requested to be amended and the reason for the change.

The Building Principal shall decide whether or not to amend the record.

If the Building Principal decides not to amend, the parents/eligible students shall be so informed of the decision as well as of their rights to a hearing.

B. If the parents/eligible students request a Records Hearing, the District Administrator shall:

1. Select the Records Hearing Officer (RHO) (who may be an official of the District who does not have a direct interest in the outcome of the hearing);
2. Direct the person selected as the RHO to arrange a hearing with the parents/eligible students within ten (10) business days from the date of the hearing request or at a mutually agreed time and place.

The RHO shall inform the parents/eligible students that they shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of their choice, including an attorney, at their own expense.

The RHO is responsible for maintaining the student's record during the appeal process so that no information is lost or destroyed during the appeal process.

C. The RHO shall conduct the hearing by:

1. Introducing the participants;
2. Reviewing the agenda for the hearing;
3. Identifying the records in question;
4. Reviewing the items for which amendment is being requested;
5. Allowing the parents/eligible students and/or their representative to present evidence related to the issues;
6. Allowing the Board's representative to present evidence related to the issues;
7. Recording the evidence presented by both parties;
8. Allowing each party a reasonable period of time to question the evidence of the other party;
9. Adjourning the hearing.

D. No later than ten (10) business days from the conclusion of the records hearing, the RHO shall summarize and send a copy of the findings to the District Administrator.

E. The District Administrator, within ten (10) business days after receiving the findings of the RHO, shall make a decision, based solely upon the evidence presented at the hearing, and send to the parents/eligible students:

1. A letter stating the decision and the justification for the decision;
2. A copy of the RHO Report;
3. Copies of the amended records, if any;
4. A notification of the right to place a statement in the record commenting on the contested information or stating why s/he disagrees with the decision.

F. If the Board and parents/eligible students agree to the necessary amendments, the COR shall make necessary changes in the student record and send the parents/eligible students written confirmation that the changes have been made.

G. If as a result of the hearing, the Board decides not to amend the record, the parents/eligible students have the right to place a statement in the record commenting on the contested information in the records and/or stating they disagree with the decision of the RHO. Such a statement shall be maintained with the contested part of the records as long as the records exist

and shall be disclosed as part of any record disclosure.

Emergency Release

The Principal may release any personally-identifiable information (without parent's/eligible student's consent) to appropriate parties, including parents of eligible students, in connection with a health/safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Upon receipt of a request for emergency information, the Principal shall consider the totality of the circumstances pertaining to a threat to the health or safety of others. If the Principal determines that an articulable and significant threat exists, s/he may release information from education records to any necessary individuals. If the Principal or another school official releases personally identifiable information pursuant to this Section, s/he must record in the student's education records the basis for the decision that a health or safety emergency existed.

Transfer of Records

All student records relating to a specific student shall be transferred to another school or school district **no later than the next work day**~~within five (5) work days~~ upon receipt of written notice from:

- A. An eligible student, or the parent/guardian of a minor student, that the student intends to enroll in the other school or School District;
- B. The other school or School District in which the student has enrolled;
- C. A court, in the event that a student has been placed in a juvenile correctional facility or secured child caring institution.

"School" or "School District" in this section includes any secured correctional facility, secured group home, adult correctional institution, mental health institution, or center for the developmentally disabled, that provide an educational program for its residents instead of or in addition to that which is provided by public and private schools.

Transfer of student records, including disciplinary records regarding suspensions and expulsions, shall not be withheld from the school for a student's failure to pay any fees, fines, or charges imposed by this District.

Disclosure For Student Financial Aid

The Principal may release, **without parents' consent**, student information regarding financial aid for which a student has applied or which a student has received, provided that personally-identifiable information from the education records of the student may be used only to:

- A. Determine the eligibility of the student for financial aid;
- B. Determine the amount of financial aid;
- C. Determine the conditions which will be imposed regarding the financial aid;
- D. Enforce the terms or conditions of the financial aid.

Disclosure For Purposes of Marketing Or Selling Information

The School Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). For purposes of this section, "personal information" means individually identifiable information including: (1) a student or parent's first and last name; (2) a home or other physical address (including street name and the name of the city or town); (3) a telephone number; or (4) a Social Security identification number.

The parent of a 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. The parent must submit a written request to the building principal at least fifteen days before the scheduled date of the activity. The instrument will be provided within ten (10) business days of the principal receiving the request. Parents will be notified at least annually at the beginning of the school year of the specific or approximate date(s) 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, magazines, 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; or
- F. Student recognition programs.

Safeguarding Education Records and Responding to Data Breaches

Significant challenges exist with respect to the safeguarding of education records from unauthorized access and disclosure. These challenges include inadvertent posting of students' grades or financial information on publicly available Web servers; theft or loss of laptops and other portable devices that contain education records; computer hacking; and failure to retrieve education records at the termination of employment or service as a contractor, consultant or volunteer. In light of these challenges, the DRO and COR are directed to work with the District's IT Department/Staff to identify, implement and administer appropriate methods and security controls to protect education records, especially those in electronic information/data systems.

The District's IT Department/Staff is encouraged to review the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-100, "Information Security Handbook: A Guide for Managers," and NIST SP 800-53, "Recommended Security Controls for Federal Information Systems" for guidance and to use any methods or technologies they determine are reasonable to mitigate the risk of unauthorized access and disclosure taking into account the likely harm that would result. The IT Department/Staff is charged with the development of appropriate responses to data breaches and other unauthorized disclosures, and said steps should include at a minimum the following:

- A. Reporting the incident to law enforcement authorities;
- B. Determining exactly what information was compromised (e.g. names, addresses, SSNs, ID numbers, grades, etc.);
- C. Taking steps to immediately retrieve data and prevent further disclosures;
- D. Identifying all affected records and students;
- E. Determining how the incident occurred, including which school officials had control of and responsibility for the information that was compromised;
- F. Determining whether the incident occurred because of a lack of monitoring or oversight;
- G. Determining whether any Board policies and/or District procedures were violated;
- H. Conducting a risk assessment and identifying appropriate physical, technological and administrative measures to prevent similar incidents in the future; and
- I. Notify students and parents that the United States Department of Education's Office of Inspector General maintains a website describing steps students may take if they suspect they are a victim of identity theft.

While notification of students is not required in all circumstances, it shall be the DRO's responsibility to determine, in conjunction with the District Administrator, whether students and/or parents will be notified of any breaches. If the decision is made not to issue a direct notice to a parent or student upon an unauthorized disclosure of education records, the DRC or Principal shall nevertheless record the disclosure so the parent or student will become aware of it during an inspection of the student's education record.

Alleged Noncompliance with Federal Requirements

Eligible students or parents of minor students may file a complaint for alleged District noncompliance with requirements of the Federal Family Educational Rights and Privacy Act (FERPA) with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605 and the Protection of Pupil Rights Amendment (PPRA).

Annual Public Notice

Parents and student shall be notified annually of the following: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or

misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. This notice shall be published in the District's official newspaper within three (3) weeks of the start of the school year. It shall also be published annually in District student-parent handbooks.

For students enrolling in the District after the above notice has been given, the notice will be given to the eligible student and his/her parent at the time and place of enrollment.

~~Destruction and Review of Records~~

~~If a student is identified as a student with a disability under the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973, the COR shall:~~

- A. ~~Maintain the student's educational records for five (5) years after termination of special education programs, services, and/or graduation; and~~
- B. ~~Only destroy such educational records after notifying the parents/eligible students that the information is no longer needed to provide educational services and will be destroyed.~~

~~The personally identifiable information on a disabled student shall be retained permanently unless the parents/eligible students request that it be destroyed as specified in these guidelines. The COR should remind them that the records may be needed by the student or the parents for Social Security benefits or other purposes (see Form 8330 F9).~~

It is important to annually verify the accuracy of the address for complaints regarding the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

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Legal
20 U.S.C. 1400 et seq.
115.812, 118.125, 118.127, 118.163, 938.396, Wis. Stats.
34 C.F.R. Part 99
20 U.S.C. 1232f through 1232i 20 U.S.C. 1400 et seq.
20 U.S.C. 7908
26 U.S.C. 152

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Book	Administrative Guideline Manual
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Title	Copy of TRANSPORTATION
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8600 - **TRANSPORTATION**

The following guidelines are established to implement Board policy on transportation.

A. **Administrative Responsibilities**

The Business Manager is responsible for student transportation. Included within this scope of responsibility are:

1. Approval of bus routes;
2. Transportation budgets;
3. Development of specifications for bids on contracted services;
4. Contracting with private entities to provide transportation services as described in Policy 8680.

Quality transportation services require cooperation and effective communication with the Building Principal who shall be responsible for:

1. supervision at bus loading and unloading zones;
2. communication to parents or guardians and students concerning student behavior, safety, schedules, and the like;
3. adjudication of all behavior problems;
4. enforcement of traffic regulations on the school site;
5. communication about overcrowding and unsafe conditions or practices to the Business Manager.

B. **Bus Conduct**

1. Parents or guardians are to be informed that school bus transportation **is considered "at school" for purposes of school discipline when students are on the bus. ~~is a privilege and not a right and that the~~ bus driver or, if designated, the bus monitor, is the sole authority on the bus while students are being transported.**
2. Parents are also to be informed that they are responsible for:
 - a. the safety of their child while going to or from the bus stop and while waiting for the school bus;
 - b. their child being at the bus stop at least five (5) minutes prior to scheduled pick-up time;

- c. damage by their child to school buses, personal property, or public property;
 - d. informing their children of the rules of conduct and behavior for riding on the buses.
3. Students are expected to conduct themselves in a proper manner at bus stops. The District will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
 4. 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 transportation contractor.
 5. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change, the Principal approves, and the information is provided to the transportation contractor.
 6. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the transportation contractor.
 7. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.
 8. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver.
 9. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the transportation contractor should be consulted.

C. Student Surveillance

In accord with Board policy, the transportation contractor may install the appropriate equipment for video recording the interior of the buses while transporting students.

Any disciplinary action resulting from the use of the video recording device shall be determined by the appropriate building principal who shall ensure that due process is provided to the students involved, in accordance with Board policy and administrative guidelines relating to discipline. Any use of photographs obtained through the use of the video recording devices shall be in accordance with Federal and State law.

The transportation contractor shall be responsible for reviewing the video recordings for the purpose of assuring that bus safety procedures are being followed properly and the buses are being operated in accord with District guidelines and State law.

D. Special Services

In compliance with Board policy, the transportation services may be provided for field trips, co-curricular trips, and extra-curricular trips, including athletics.

Transportation may be provided on weekends and holidays to District students who are participating in approved School District programs that are under the supervision of professional staff members.

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Book	Administrative Guideline Manual
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Title	Copy of CARE, CUSTODY, AND DISPLAY OF THE UNITED STATES FLAG
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8800D - CARE, CUSTODY, AND DISPLAY OF THE UNITED STATES FLAG

The following rules and customs will be observed concerning the care, custody, and display of the flag of the United States of America:

- A. The flag should be displayed in or near every school building in the District during each day school is in session.
- B. The flag should be displayed every day in or near the School District's administration or central office.
- C. **In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions. ~~The flag should be displayed only from sunrise to sunset when it is displayed on a building or on a stationary flagstaff in the open. The flag may be displayed twenty-four (24) hours a day if properly illuminated during the hours of darkness.~~**
- D. The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.
- E. When the flag is carried in a procession with other flags, it should be on the flag's own right. If it is a line of flags, it should be in front of the center of the line.
- F. The flag should not be draped over the hood, top, sides, or back of a vehicle.
- G. When the flag is displayed with another flag against the wall from crossed staffs, it should be on the flag's own right and its staff should be in front of the staff of the other flag.
- H. When the flag is displayed from a staff projecting horizontally or at an angle from the windowsill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff.
- I. When the flag is displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right.
- J. When the flag is used on a speaker's platform, it should be displayed flat on the wall and above and behind the speaker.
- K. When the flag is displayed from a staff in the auditorium, the staff should be displayed in the position of honor at the speaker's right as **they faces/he faces** the audience. Any other flag should be displayed to the left of the speaker.
- L. The flag shall be flown at half-staff as follows:
 - From the day of death and ---
 1. For thirty (30) days for the President or a former President

2. For ten (10) days for the Vice President, the Chief Justice or a retired Chief Justice of the United States, and the Speaker of the House of Representatives
 3. Until interment for an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, and the Governor of a State
 4. On the day of death and the following day for a member of Congress
 5. By order of the President
 6. By order of the Governor of Wisconsin
- On Memorial Day until noon, and then it is to be raised to the top of the staff.

When a flag is flown at half-staff, it is to be positioned at one-half the distance between the top and bottom of the staff.

- M. The flag should not be dipped to any person or thing.
- N. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- O. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- P. The flag should always be carried aloft and free.
- Q. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- R. The flag should never be used as a covering for a ceiling.
- S. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- T. The flag, when it is in such a condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.
- U. The flag should be folded as follows when being stored:
1. Straighten out the flag to full length and fold lengthwise once.
 2. Fold it lengthwise a second time to meet the open edge, making sure that the union of stars on the blue field remains outward in full view.
 3. A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
 4. The outer point is then turned inward parallel with the open edge to form a second triangle.
 5. This diagonal or triangular folding is continued toward the blue union until the end is reached with only the blue showing and the form being that of a cocked hat.



Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of HOME-BASED PRIVATE EDUCATION STUDENTS
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9270 - HOME-BASED PRIVATE EDUCATION STUDENTS

The District has established the following requirements and limitations to home-based private education:

Participation in a District School

A student receiving home-based private education may attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two (2) courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

Participation in Extra-curricular Activities

A student receiving home-based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the home-based private educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

~~A student receiving home-based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.~~

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

Academic Assessment

The District strongly recommends that the parent maintain a record of the program of instruction including any assessments of student learning ~~what has been learned~~. This documentation will be important if the child ~~wished to re-enroll~~ in a District school. Such a record could include:

- A. resources and books used in the course;
- B. the number of hours devoted to each course of study (800 hours minimum);
- C. courses of study completed;
- D. a portfolio of work done;
- E. examples of tests and test scores;
- F. standardized test scores demonstrating the student's ability.

The District shall not administer statewide examinations/assessments to students receiving a Hhome-Bbased private education, including those enrolled in the District for two (2) or fewer classes per day. The District shall not pay for any standardized testing of students not enrolled in the School EDistrict.

The District may permit the home-based private education student to take local District achievement/ability tests normally given at each grade by the District. This may be done on a fee basis, as determined at the time of the parent request. It is the parent's responsibility to make the appropriate arrangements with the school principal.

Re-Enrollment in a District School

If a parent wishes to have his/her child enroll or re-enroll in return to a District school, s/he must follow normal enrollment guidelines. The conditions and assessment procedures described in AG 5463 - Student Transfer from a Nonpublic School will apply.

In grades 9-12, if the student wishes to enroll, the parent should provide an academic assessment report for each class taken during at the child's home-based private education. In addition, the school will need the grades from the last public or private school attended prior to home-based private education. Athletic eligibility will be determined by WIAA guidelines and District athletic policy.

Students are encouraged to enroll at the beginning of a semester.

Course Grades, Credits, and Honors

All home-based, private education courses will be given a grade of P/F (Pass/Fail) and transcripts will denote home-based private education with P/F grades and "credits" assigned by the parents.

All home-based, private education courses will be given a grade of P/F (Pass/Fail) and transcripts will denote home education with P/F grades and "credits" assigned by the parents.

The student's grade-point average will be established only after s/he has completed two consecutive semesters of attendance at the high school. To be eligible for awards such as Distinguished Scholar, National Honor Society, etc., the student must be enrolled for consecutive semesters prior to the second semester of the senior year.

Academic Excellence Scholarships shall be awarded in accordance with Policy 5451.01 and Policy 5451.02.

If the student wishes to graduate from a District high school, s/he must meet the requirements specified in Board Policy 5460 and the graduation requirements guidelines of the high school.

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Book	Administrative Guideline Manual
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~~9270A—ADMISSION OF STUDENTS FROM NONAPPROVED SCHOOLS~~

~~The following guideline applies to students who are transferring from a home school, nonchartered religious school, or foreign school. It does not apply to any school that has been approved or licensed by a State educational agency.~~

~~General Procedures:~~

- ~~A. The parent is to submit to the Building Principal written notification of the intent to enter the school no later than five (5) days prior to the expected date of enrollment.~~
- ~~B. The Building Principal is responsible for conducting a thorough placement study including an assessment of current learnings relative to each course of study (see AG 5463). The placement study should also include a review of information provided by the parent such as student achievement data, standardized test scores, topics studied, resources used, and samples of student work and accomplishments. It should also include a comparison with the criteria established for private schools under Wis. Statute 118.165. No student is to be placed in any school or grade without a written placement review.~~
- ~~C. A final meeting with the parent and student shall be scheduled to review the District's assessment results, establish credits (if applicable), and discuss placement.~~
- ~~D. In the event the advance notice is not provided, a temporary placement decision may be made by the Building Principal while the placement review is conducted. The parent is to be informed of the District's placement review procedure.~~
- ~~E. Prior to placement, the parent must complete normal enrollment procedures as outlined in AG 5111.~~
- ~~F. A review of student progress shall be conducted by the Building Consultation Team at the end of the quarterly grading periods to evaluate the effectiveness of the placement decision.~~
- ~~G. A parent may request, during the placement procedure, that his/her child participate in special education programming. If so, the District's special education identification and evaluation procedure is to be followed. If there is no conclusive evidence that special education testing should be initiated or if the student does not qualify, the 504 evaluation procedure (AG 2260) may be applicable or the Building Consultation Team may be notified prior to student placement.~~
- ~~H. If the District's assessment of a student indicates mastery of curriculum objectives that far exceed the normal age/grade placement, and whose standardized test scores indicate qualification for gifted education, s/he may be referred to the Building Consultation Team for placement.~~

~~Admission to Kindergarten Through Grade Eight~~

~~Placement into a grade shall be made in accordance with the following:~~

- ~~A. age appropriateness~~
- ~~B. data resulting from the assessment procedure described in AG 5463—Student Transfer from Nonaccredited Schools~~

C. ~~results of the examination of the student's most recent annual academic assessment report which shall include one (1) of the following:~~

- ~~1. data resulting from the assessment procedure described in AG-5463—Student Transfer from Nonaccredited Schools~~
- ~~2. results of a nationally normed, standardized achievement test~~
- ~~3. written narrative indicating that a portfolio of the student's work has been reviewed and his/her academic progress for the year is in accordance with the student's abilities and the District's applicable courses of study~~

D. ~~review of previous regular education program records, if any, to check last grade placement~~

E. ~~results of universal screeners or competency tests at the appropriate grade level(s) to measure achievement of performance objectives in each applicable subject~~

Admission to Grades Nine Through Twelve

~~Placement into a grade shall be made on the basis of credits earned. Placement into each subject (e.g. English) shall be made based on:~~

A. ~~age appropriateness;~~

B. ~~data resulting from the assessment procedure described in AG-5463—Student Transfer from Nonaccredited Schools;~~

C. ~~results of examination of the student's most recent annual academic assessment report which shall include one (1) of the following:~~

- ~~1. results of a nationally normed, standardized achievement test in the subject area~~
- ~~2. a portfolio of the student's work that demonstrates s/he has developed the knowledge and skills at the previous grade level to the one the student should be placed in based on his/her age~~

D. ~~review of previous regular education program records, if any, to check last grade placement;~~

E. ~~results on the appropriate universal screeners, competency tests or normed, criterion-references test in the subject area, if applicable to the grade placement.~~

Procedures for Receiving Credits/Grades

~~Students shall receive credit for their academic work on the following basis to:~~

A. ~~receive credit in language arts, social studies, mathematics, and/or science, the student must receive a passing grade in the final examination in the subject, plus satisfactory completion of any academic projects student must complete demonstrating competence in the subject area.~~

~~The student will have only one (1) opportunity to take the appropriate test(s). The student must complete the test(s) within five (5) days from the date of enrollment.~~

B. ~~receive credit in courses other than language arts, social studies, mathematics, and/or science, the student must demonstrate proficiency as determined by the building administrator and the teacher of the course.~~

~~In accordance with Board Policy 5463, no letter or number grades will be recorded for courses for which credit is granted. Credit will be issued on a pass/fail (P/F) basis and the transcript will indicate "home-school" credit. The credit will be recognized for high school graduation requirements. Students entering school at any point following the conclusion of the first grading period will be evaluated on a pass/fail basis for competency in the coursework dealt with during the grading period(s).~~

~~The maximum number of credits a student may receive for each year of academic study is eight (8) credits which is equivalent to the maximum number of credits a student may earn while attending the high school.~~

Procedures for Determining Grade Point Average (GPA)/Class Rank/Transcripts

A. ~~Students entering the high school shall have no established grade point average (GPA) until they have completed two (2) semesters.~~

B. ~~Inclusion of the student in graduation honors such as The Laude System shall occur if the student has been enrolled for two (2) consecutive semesters.~~

Graduation and Commencement Exercises

~~Before a diploma will be presented, the student must meet all of the Board's graduation requirements.~~

~~For a student to qualify for participation in the commencement exercises, s/he must be enrolled in the high school for one (1) semester.~~

Last Modified by Melanie Oppor on March 17, 2022



Book	Administrative Guideline Manual
Section	For Review - Administrative Guidelines - Vol. 31, No. 1
Title	Copy of FUND-RAISING BY CHARITABLE ORGANIZATIONS
Code	ag9700 - R
Status	First Reading
Adopted	July 16, 2018

9700 - **FUND-RAISING BY CHARITABLE ORGANIZATIONS**

Charitable organizations are defined as any benevolent, philanthropic, patriotic, not-for-profit or charitable group, association, corporation, or organization proposed to be such, which solicits and collects funds for charitable purposes.

No charitable organization may use the name, logo, mascot or any other name which would associate an activity with the District without the specific written permission of the District Administrator. Additionally, no charitable organization may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the District Administrator.

The following criteria will be used in order to ensure equitable consideration of all requests by charitable organizations or groups to solicit funds on District premises. In this context, fund-raising shall also include solicitation of clothing, foodstuffs, or other products.

- A. The purpose of the fund-raising is to help alleviate an economic, health, cultural, educational, or social need in the school community area.
- B. The organization and/or the disbursement of funds are managed by residents of the District.
- C. The funds are not used for religious or political purposes.
- D. The organization has a definite plan for the collection and distribution of funds.
- E. The percentage of funds collected and used for administrative expenses and/or compensation for solicitors does not exceed 10%.

The Principal shall develop a procedure which each approved organization is to follow to solicit and collect funds within the building or on the premises. The procedure is to ensure that:

- A. there is no disruption of the school program;
- B. no funds are left in the building overnight or in an unsecured area.

Each requesting organization shall complete an application form provided by the District which shall include:

- A. the names and addresses of the organization and the persons involved;
- B. the dates and times of solicitation;
- C. where solicitation will take place;
- D. proof that the organization is charitable;
- E. proof of compliance with the percentage limitation for administrative and solicitation expenses.

These guidelines shall apply to all fund-raising activities other than approved student fund-raising activities and those approved for District-related organizations.

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Last Modified by Melanie Oppor on March 17, 2022

NEW FORM - VOL. 27, NO. 2

SAMPLE CROWDFUNDING SOLICITATION PROJECT PROPOSAL FORM

Crowdfunding solicitations (collaborative funding via the internet) by an employee outside of any sanctioned organization must follow the guidelines established by the School District in policy and administrative guideline 6605. In particular, the crowdfunding applications must be approved by the appropriate administrator(s) before submission to the funding source. Any materials, equipment, gifts, or other property obtained through crowdfunding must be accepted by the District in accordance with Board Policy 7230 - Gifts, Grants, and Bequests.

Funds raised via crowdfunding solicitations must be deposited into a school fund. All items purchased or donated through crowdfunding sources become the property of the District and must be handled in accordance with policy 7230 - Gifts, Grants, and Bequests.

Teacher Name: _____

Date: _____

Name of Proposed Project: _____

Proposed Project Submission Date: _____

Crowd Funding source: _____

Proposed Timeline: _____

Briefly describe the proposed project and its intended use: _____

Items/Monetary Goal Requested on crowdfunding website: _____

Beneficiary of crowdfunding activity: _____

A description of any rewards, perks, or thank you gifts provided to donors: _____

Please attach a copy of any narratives that will be submitted as testimonials in order to solicit the funds on the website, along with any photos that the staff member wants to use on the site. If the staff member requests to use student name/images, the staff member must obtain written authorization from the student's parent.

The staff member must also attach a copy of his/her biographical information or personal profile that will be utilized on the crowdfunding site.

The staff member must also post a link to the District's crowdfunding policy as part of the solicitation.

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Audio/Video Recording of School Performance (Copyrighted Material)

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