

School District of Manawa

Board of Education Meeting Agenda

April 25, 2022



[Join with Google Meet](#)

meet.google.com/pcu-bvby-vqy

[Join by phone](#)

(US) +1 727-232-0965 PIN: 612 568 188#

1. Call to Order Clerk Hollman – **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)
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Election Results
6. Election of Officers:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Clerk
7. Annual Board Appointments:
 - a. Committees:
 - i. Buildings & Grounds Committee
 1. Ad Hoc Districtwide Safety Committee (Active)
 - ii. Curriculum Committee
 - iii. Policy & Human Resources Committee
 1. Ad Hoc Recognition Committee (Active)
 - iv. Finance Committee
 - b. CESA 6 Board of Control Convention Delegate
 - c. WASB Legislative Contact
 - d. WASB Convention Delegate
8. District Showcase:
 - a. 3rd Grade Student - Kolbyn Schachtschneider
 - b. Showcasing the Arts
 - i. High School Forensics
 - ii. Youth Art Month
 - iii. LWHS Art
 - iv. LWHS Percussion Ensemble
 - v. Choral/Theater Department

9. Presentations:
 - a. Learning
 - i. I.B. Service-Learning Implementation Plan
 - ii. I.D. Social Studies Student Standards Report
10. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
11. Consent Agenda
 - a. Approve Minutes of March 21, 2022 Regular Board Meeting, March 28, 2022 and April 5, 2022 Special Board Meetings
 - b. Treasurer's Report: Approve Expenditures & Receipts
 - c. Donations:
 - i. Manawa Lions Club \$700 donation towards the purchase of a new Zoll AED
 - ii. Manawa Mid-Western Rodeo \$700 donation towards the purchase of a new Zoll AED
 - iii. Manawa Athletic Booster Club donating a Zoll AED with installation cabinet for the Athletic Complex located in the concession stand - valued at \$1,534.29
 - iv. Joanne & Howard Johnson donated \$500 to the Manawa GSA Club
 - v. Joanne & Howard Johnson donated \$500 to the Manawa FFA
 - d. Consider Approval of Water Park Field Trip - Manawa Middle School Students as Presented
 - e. Consider Approval of Water Park Field Trip - High School Special Education Students as Presented
12. Any Item Removed from Consent Agenda
 - a.
 - b.
13. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
14. Correspondence: None
15. District Administrator's Report:
 - a. Student Council Representative - None this month
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. Curriculum Update
 - e. Buildings and Grounds Update
 - i. Quote for Fisher Tracks, Inc. Rubberized Long Jump as Presented

- ii. Quote from Spiegelberg Implement, Inc. for Second Long Jump as Presented Shorten runway by 6 feet and increase pit length by 3 feet to meet WIAA new specifications. 11 feet width with no green space
 - f. Board Vacancy
 - g. NEOLA Policy or Administrative Guidelines Technical Changes
 - i. PO2260.02 - English Language Proficiency
16. School Operations Reports:
- a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. MS / HS Principal: Highlights - Included in Board Packet
17. Business Related Reports:
- a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
18. Director's Reports:
- a. District Reading Specialist: Highlights - Included in Board Packet
 - b. Technology Director: Highlights - Included in Board Packet
19. Board Comments:
- a.
 - b.
20. Committee Reports:
- a. Curriculum Committee (Hollman)
 - i. Consider Endorsement of High School Band Uniform Replacement as Presented
 - ii. Update on Boys and Girls Club of America
 - iii. Consider Endorsement of Curriculum Writing Plan as Presented
 - iv. Signed into law in April 2021, WI Act 30 (2021) requires that every district in Wisconsin incorporate the teaching of the Holocaust and other genocides into the social studies curriculum. The requirement is that it is taught at least once in grades 5-8 and at least once in grades 9-12. The law states the curriculum must be updated by July 1, 2022, to go into effect for the 2022-23 school year.
 - Grade 5 - social studies unit on World War II
 - MS Washington D. C. Trip - visit Holocaust Museum
 - Grade 9 - U.S. History
 - v. Update on Ad hoc District Safety Committee Work
 - vi. Curriculum Committee Planning Guide
 - vii. Consider Endorsement of New AP Psychology Materials Adoption as Presented
 - viii. Consider Endorsement of Literacy Footprints Materials Adoption as Presented
 - ix. Update on Secondary Social Studies
 - 1. Discovery Education (Gr. 6-8)
 - 2. High School

- x. Update on Summer District-Sponsored Workshops
- xi. Update on Technology Education Curriculum Project
- xii. Curriculum Committee Planning Guide
- b. Finance Committee (Pethke)
 - i. Consider Approval of High School Band Uniform Replacement as Presented and Approved by the Curriculum Committee at the March 22, 2022 meeting
 - ii. Clarification on Eligibility for \$250 Stipend for Support Staff as Presented
 - iii. Consider Approval of Hiring Incentive for LWHS/MMS 2nd Shift Custodial Position
 - iv. Health, Dental, and Vision Insurance Updates
 - v. Transportation Cost Increase
 - vi. Monthly Financial Summary
 - vii. Finance Committee Planning Guide
- c. 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. Martin Systems Option 1 - cost for reprogramming and removal of the 2 duct smokes is \$400.
 - 2. Martin Systems Option 2 - have the heats shutdown the AHU units will be \$850 which includes the 2 additional relays and removal of the duct detectors.
 - 3. Both Option 1 or 2 will require having the mechanical contractor patch the holes in the duct work once Martin Systems removes the duct smokes.
 - 4. Mr. McGregor needs to ensure that those units only supply the 1 space as the code states.
 - 5. Other
 - iii. Consider Scheduling Reseeding of New Green Spaces
 - 1. Casey Landscaping Cost = \$2,200 to thatch, fertilize, and reseed the green space at the current vacant lot.
 - 2. Preferred time is fall due to adequate precipitation; could be done spring/summer if ample watering can be guaranteed.
 - 3. Do not use weed killer prior to, or until at least one year after the seed is planted and takes root.
 - 4. There are referendum dollars available to address this need.
 - iv. Discuss Care and Maintenance of the Upper Field & Related Structures
 - v. Approve Quote for Fisher Tracks, Inc. Rubberized Long Jump as Presented

- vi. Approve Quote from Spiegelberg Implement, Inc. for Second Long Jump as Presented
- vii. Update on Solar Project
- viii. Continue to Brainstorm, Prioritize, and Endorse 2022-23 Fiscal Year Projects as Presented
- ix. Update on Maintenance
 - 1. Gym (both) Floor Refinishing - Week of July 11
 - 2. Generator Annual Maintenance Contracts - Wolter
 - 3. Flushing Irrigation System & Starting Up Well Pump
 - 4. MES Lighting Proposal
 - 5. MES Vinyl Tile
 - 6. MS/HS Library
 - 7. Other
- x. Review of Monthly Buildings & Grounds Budget
- d. Policy & Human Resources Committee (J. Johnson)
 - i. Review Staff Exit Survey Information and Develop a Plan of Action
 - 1. Examine Patterns Within District Control
 - 2. Support Staff Survey - Increasing Job Satisfaction
 - 3. Other Strategies
 - ii. Consider Endorsement of PO5722 - School Sponsored Publications and Productions as Presented
 - iii. Consider Endorsement of AG5722 - School Sponsored Publications and Productions
 - iv. Consider Endorsement of AG3430.01 and AG4430.01 - FMLA Leave
 - v. Consider Endorsement of Revised PO5460 - Graduation Requirements as Presented
 - vi. Consider Endorsement of Deleting AG5460 - Graduation Requirements as Presented
 - vii. Consider Endorsement of 2260.02 English Language Proficiency as Presented
 - viii. Consider Endorsement of PO8510- Wellness as Presented
 - ix. Consider Endorsement of PO2431 - Interscholastic Athletics as Presented
 - x. Consider Endorsement of Post-Issuance Compliance Policy as Presented
 - xi. Consider Endorsement of Post-Issuance Compliance Administrative Guidelines as Presented
 - xii. Review, Discuss, and Act on Teacher Request Regarding No Paraprofessional
 - xiii. Discuss and Act on Dean of Students Request for a Stipend Increase
 - xiv. Review the Revised Job Description for the MS/HS Administrative Assistant
 - xv. Discuss Job Description and Title for Special Assignment Teachers and Secondary Resource Courses
 - xvi. Consider Endorsement of an IT Summer Intern as Presented
 - xvii. Policy & Human Resources Committee Planning Guide

- e. Ad hoc Safety Committee Meeting (Hollman)
 - i. Continue to 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
 - vi. Review and Revise District Reunification Plan
 - 1. Reunification Card
 - 2. Parent Reunification Handout
 - 3. Other
- f. Ad hoc Recognition Committee Meeting (J. Johnson)
 - i. Choosing a “gift” for all staff to be distributed:
 - 1. Teachers
 - 2. Support Staff
 - ii. Consider including retiring substitute teachers in recognition event
 - iii. Finalizing plans for Annual Heart of Gold Program
 - iv. Scrub the Information
 - v. Set Date for Scrubbing Check by Dr. Oppor
 - vi. Set Date to Send Scrubbed Nominations to Kempf Children
 - vii. Set Date to Review Nominees for the Friend of Education Award
 - viii. Arrange Ordering of Gifts, Plaques, and Pins through Stephanie (Need names by April 27 at the latest for engraving)
 - ix. Remind Principals to Compile List of Accomplishments for the Program in Stephanie’s Google Form
 - x. Plan Food and Beverages
 - xi. Design and Send Invitations
 - xii. Design and Draft Program; Submit to Stephanie for Duplication
 - xiii. Set Date for Letters to Dignitaries and Press Release
 - xiv. Program Script - Melanie as Author with Board of Education President as Emcee

21. Unfinished Business:

- a. Consider Approval of Revised Policies as Listed Below:
 - 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. PO6152 - Student Fees, Fines, and Charges
 - xxvi. PO7100 - Facilities Planning
 - xxvii. PO8450 - Control of Casual-Contact Communicable Diseases
- b. Consider Approval of NEOLA Administrative Guideline Updates Volume 31, No. 1 as Listed
- i. AG2271 - Early College Credit Program
 - ii. AG2411 - School Counseling
 - iii. AG2430 - District-Sponsored Clubs and Activities
 - iv. AG3120B - Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities
 - v. AG3120.10 - Job Sharing
 - vi. AG3122.01 - Drug-Free Workplace
 - vii. AG3125 - Wisconsin Educator Licensing
 - viii. AG3160B - Tuberculosis Examination
 - ix. AG3231A - Participation in Political Activities
 - x. AG3231B - Research and Publishing
 - xi. AG4122.01 - Drug-Free Workplace
 - xii. AG4160B - Tuberculosis Examination
 - xiii. AG4231A - Participation in Political Activities
 - xiv. AG5111.01 - Homeless Students
 - xv. AG5200 - Attendance
 - xvi. AG5330 - Administration of Medications
 - xvii. AG5517.01 - Bullying
 - xviii. AG5540 - Relationship with Governmental Agencies
 - xix. AG5610 - Suspension and Expulsion
 - xx. AG5751 - Education and Services for School-Age Parents
 - xxi. AG5830 - Student Fund-Raising

- xxii. AG6605 - Crowdfunding
- xxiii. AG7440.03 - Small Unmanned Aircraft Systems
- xxiv. AG7540.05 - Assistive Technology and Services
- xxv. AG8320 - Personnel Records
- xxvi. AG8330 - Student Records
- xxvii. AG8600 - Transportation
- xxviii. AG8800D - Care, Custody, and Display of the United States Flag
- xxix. AG9270 - Home-Based Private Education Students
- xxx. AG9270A - Admission of Students from Nonapproved Schools
- xxxi. AG9700 - Fund-Raising by Charitable Organizations
- c. Consider Approval of the Use of NEOLA Forms as Listed
 - i. FM6605F1 - Crowdfunding Solicitation Project Proposal Form
 - ii. FM9160F1- Public Attendance at School Events

22. New Business:

- a. Consider Approval of High School Band Uniform Replacement Option #2 White from Band Shoppe as Presented
- b. Consider Approval of New AP Psychology Materials Adoption as Presented
- c. Consider Approval of Literacy Footprints Materials Adoption as Presented
- d. Consider Approval of Clarification on Eligibility for \$250 Stipend for Support Staff as Presented
- e. Consider Approval of Hiring Incentive for LWHS/MMS 2nd Shift Custodial \$1,000 stipend to be given as follows: \$500 following a successful 60-day probationary period and \$500 following successful completion of One Year of Service with the District
- f. Consider Approval of Upgrade Lighting in West MS/HS Parking Lot - Northland Electric Option 2 as Presented
- g. Consider Approval of Martin Systems Option 2 Solution for Technology Education (Woods & Metals) Duct Detector False Alarms: Removal of Duct Detectors and Addition of 2 Relays Resulting in the Heat Detectors Shutting Down the Air Handling Units at a Cost of \$850
- h. First Reading of PO5722 and AG5722 - School Sponsored Publications and Productions as Presented
- i. Consider Approval of AG3430.01, AG4430.01, and AG1630.01 - FMLA Leave, as Presented
- j. First Reading of Revised PO5460 - Graduation Requirements as Presented
- k. Consider Approval of an IT Summer Intern as Presented

23. Next Meeting Dates:

- a. May 1, 2022 Senior Banquet - 6:30 p.m. LWHS
- b. May 3, 2022 Buildings and Grounds Committee Meeting - 4:30 p.m.
- c. May 5, 2022 Policy & Human Resources Committee Meeting - 6:00 p.m.
- d. May 9, 2022 Finance Committee Meeting - 6:00 p.m.
- e. May 11, 2022 All-District Recognition & Appreciation Celebration - 2:30 p.m. LWHS/MMS

- f. May 16, 2022 Regular Board of Education Meeting - 7:00 p.m.
- g. May 28, 2022 Class of 2022 Commencement - 11:00 a.m. LWHS

24. 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.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

STATEMENT OF THE BOARD OF CANVASSERS

We, the undersigned members of the Board of Canvassers of the School District of Manawa, do hereby certify that the annexed and within tabular statement is correct and true as compiled from the original returns made to the school district in said school district, of the election held Tuesday, April 5, 2022. The number of votes given for the primary election of candidates for school board is as follows:

Full District

Stephanie Riske – 414


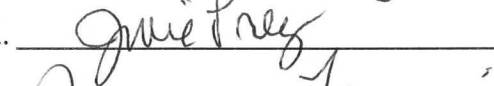

Nicole Rineck – 262

Zone 6 - Lebanon/Bear Creek

Craig R. Fietzer - 453

Susan Cate - 188

Board of Canvassers:

(Signed) 1. 
2. 
3. 

Date: April 11, 2022

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



| | |
|--------------|-----------------|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | OFFICERS |
| Code | po0152 |
| Status | Active |
| 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. 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 of voting members. Secret ballots may be utilized only for 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

© **Neola 2018**

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

Last Modified by Kayla Reichley on September 6, 2019



| | |
|--------------|----------------|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | COMMITTEES |
| Code | po0155 |
| Status | Active |
| Adopted | April 25, 2016 |
| Last Revised | April 23, 2018 |

0155 - **COMMITTEES**

The Board believes committees can be useful in the decision-making process. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner and study issues facing the District in more depth. The committee structure is designed to assist the Board in conducting business: it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision-making process.

The Board shall have the following four (4) standing committees, which shall be subunits of the Board:

- A. Finance Committee
- B. Buildings and Grounds Committee
- C. Curriculum Committee
- D. Human Growth and Development Ad hoc Committee
- E. Policy and Human Resources Committee
- F. Recognition Committee

Standing committees shall perform specific functions and duties as determined by the Board. Committee shall be fact-finding, deliberative and advisory in nature. Committees shall have no power to take any action on behalf of the Board, or to otherwise commit the Board or District to any course of action or expenditure of funds. The Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

The Finance Committee is charged with decision-making related to:

- A. Budget planning
- B. Service contracts
- C. Long-term financial budgeting
- D. Cash management
- E. All other financial issues in the District

The Buildings and Grounds Committee is charged with decision-making related to:

- A. Short-term routine maintenance plans
- B. Long-range planning for the care of all district buildings and sites
- C. Transportation
- D. Safety plans
- E. All other buildings and grounds issues in the District

The Curriculum Committee is charged with decision-making related to:

- A. Curriculum review and endorsement
- B. Textbook/resources for instructional purposes
- C. New course approval
- D. Graduation requirements
- E. Professional development plans and programs
- F. Testing and assessment
- G. Accountability and reporting
- H. Instructional technology
- I. District programs and services
- J. All other curriculum, instruction, and assessment issues in the District

The Policy and Human Resources Committee is charged with decision-making related to:

- A. Board and Education policies and guidelines
 - 1. Review of current policies and rules
 - 2. Development of new policies
 - 3. Monitor State statutes and Federal policies impacting District policies
- B. Employee handbooks
- C. Job descriptions
- D. Employee hiring process and time line
- E. Employee contracts
- F. All other policy and employment issued in the District

Standing committees shall be appointed annually by the Board President, after receiving preferences from individual Board members. The appointments shall occur within thirty (30) days of the annual election of Board officers and are subject to approval by the Board. Each committee shall consist of three (3) Board members. The quorum of each standing committee shall be defined as a majority of the full membership of the committee.

The first-named person on the list of appointees for each committee shall act as committee chair, and the second-named person shall act as the alternate chair in the event the chairperson is unable to attend a scheduled meeting or otherwise perform the duties of the chair. No Board member shall be appointed as the chair of multiple standing committees, except by necessity or except with the approval of the Board.

It shall be the responsibility of the committee chair to schedule regular committee meetings, plan the meeting agendas with assistance from other committee members, and ensure that the minutes of all committee meetings are recorded and maintained. The committee chair shall be provided time on regular Board meeting agendas to present reports and/or make recommendations to the Board as the committee requests and as requested by the Board.

The appointed members of the various committees and the committee chairs shall serve until the next annual appointments are made, assuming no vacancies occur and assuming no subsequent action is taken by the Board to modify committee structures or committee membership.

In the event of a vacancy on the Board, a proposal to revise committee membership for the purpose of a quorum as well as committee chair appointments for the remainder of the annual period may be presented for Board approval.

Any Board member may attend and participate in discussions that occur at any standing committee meeting; however, only official members of the committee shall have the authority to make motions and vote at the committee meetings. All Board members shall receive copies of committee meeting minutes to stay fully informed of committee activities.

Committee meeting minutes shall not be submitted for publication as a legal notice, but shall be made available to the public as appropriate when requested under the public records law.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board shall take no action as governmental body at the committee meeting. A committee shall require a quorum, consisting of a majority of its members, to take any action. In addition, committee meetings may provide for a period of public participation, and recording appropriate minutes of the meeting. A committee may conduct a closed meeting providing it is for one (1) of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

The following format for committee agendas is recommended:

SPECIAL NOTICE OF COMMITTEE MEETING WHEN A QUORUM OF BOARD MEMBERS IS EXPECTED TO BE PRESENT

A meeting of the (specify committee name) Committee of the School District of Manawa shall be held on ____ (identify the date and time of the meeting) in the ____ (identify the location of the meeting). The items of business to be taken up by the committee at the meeting are the following:

- A. First Item of Business
- B. Second Item of Business
- C. List any other items of Business

Further notice is hereby given that School Board members who are not members of the (specify committee name) Committee, up to and possibly including all Board members, may attend the above-noticed committee meeting so as to constitute a quorum of the Board. However, the role of any Board member who is not a member of the above-identified committee is limited to information gathering and participation in the committee's discussion. The Board shall take no action as a governmental body as part of the committee meeting.

The Board may establish advisory or temporary committees for specific purposes from time to time to advise the Board on specific topics of interest or concern in the District.

Committee membership shall be determined by the Board President subject to approval by the Board. Membership selection shall seek to reflect community diversity, represent varied viewpoints and include members with special expertise as appropriate to the purpose of the committee. Each committee shall receive a set of guidelines from the Board that include the following information:

- A. specific charge to the committee including tasks and/or reports to be completed;
- B. membership appointments, including the length of time each member is to serve;
- C. clarification of limitations, policies governing committee work, resources to be provided and the relationship to the Board.
- D. approximate timeline for progress reports, task completion and final reports or recommendations; and
- E. procedures for dissemination of information to the public.

Notice shall be given for Board advisory or temporary committee meetings in accordance with State law and Board policies. Board members may attend any of these committee meetings.

The findings and recommendations of advisory or temporary committees shall be based upon appropriate research and fact. The committees shall be dissolved upon completion of the assigned tasks or as determined by the Board.

© Neola 2017

Last Modified by Kayla Reichley on September 6, 2019



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

2021 - 2022 Annual Board Committee Appointments:

Buildings & Grounds Committee:

- Russ Johnson, Chair
- Pete Griffin
- Russ Hollman

Curriculum Committee:

- Hollman, Chair
- Kerri Jepson
- Joanne Johnson

Policy & Human Resources Committee:

- J Johnson, Chair
- Sondra Reiersen
- Bobbi Jo Pethke

Finance Committee:

- Bobbi Jo Pethke, Chair
- Russ Johnson
- Joanne Johnson

Ad-Hoc Recognition Committee:

- Joanne Johnson
- Bobbi Jo Pethke

Ad-Hoc Human Growth & Development Committee: not active until 3 yrs

Staff Exit- Bobbi Jo Pethke

CESA 6 Board of Control Convention Delegate: Bobbi Jo Pethke

WASB Legislative Contact: Joanne Johnson

WASB Convention Delegate: Joanne Johnson

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

Discovery Education Digital Learning Platform

This new resource has been useful for middle school courses this year. Differing from a traditional textbook, the "Techbook" has many interactive maps, pictures, and videos to help students make deeper connections and gain a better understanding of the concepts as this resource brings some of the information off the pages. Along with written information, the Discovery Education Digital Learning Platform offers multiple avenues for learning and discovery. With this curricular resource, the elaboration and evaluation opportunities that are suggested are also more thoughtful and purposeful than resources from traditional textbooks, on the same content, that have been used in the past. This gives both the teacher and students a better opportunity to assess and demonstrate depth of knowledge and high level thinking skills. Since this resource is in its infancy with us here at Manawa Middle School, some aspects of the learning platform are still being investigated and evaluated for age-level and reading-level suitability.

Minutes of a March 21, 2022 School District of Manawa Regular Board of Education Meeting

Call to Order – President Johnson – 6:00 p.m. – MES Boardroom, 800 Beech Street

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.

Motion by Pethke / Jepson to Adjourn into closed session at 6:00 p.m. Motion carried.

Roll call: Reierson, Griffin, R. Johnson, J. Johnson, Pethke, Jepson and Hollman.

Motion by Jepson/Pethke to Adjourn the closed session at 6:59 p.m. Motion carried.

Reconvene in Open Session - 7:05 p.m.

Roll call: Reierson, Griffin, R. Johnson, J. Johnson, Pehke, Jepson, Hollman.

Pledge of Allegiance

Roll Call: Griffin, Jepson, J. Johnson, R. Johnson, Hollman, Pethke, and Reierson

Verify Publication of Meeting: Dr. Oppor verified

District Showcase: Brenda Suehs and Food Service Department - Breakfast Hero Award 2022
School Nutrition Team

Presentation: Key Performance Indicators: Mr. Marzofka and Mrs. Krueger -Operation & Efficiencies and Engagement & Satisfaction: II.F. Technology Plan Update, and I.C. ISTE (Technology Standards for Students) Update. The SDM Technology Standards and Skills implementation has a three-year process. This year, they are targeting empowered learners, and being a digital citizen. Year two includes the previous year plus being a knowledge constructor, and a creative communicator. Year three will be all the previous years items plus being an innovative designer, a computational thinker and a global collaborator. Mr. Marzofka went over the current state of the district and the technology goals such as continuing to develop technology PD plan around efficiencies in the workplace. Next year, they will improve the DR plan to address ransomware threats. And the following year, the goal is to continue implementation of the ISTE standards.

Announcements: Contributions to the District - Dairyland Seed and The Community Country Dinner Show \$250 donation to the Ag Program, and \$250 to the Manawa FFA, and VFW Post 1037 \$500 donation to the Manawa FFA. Other Contributions - none.

Approved by Consent: Approve Minutes of February 28, 2022 Regular Board Meeting, and a March 1, 2022 Special Board Meetings, Dairyland Seed and The Community Country Dinner Show \$250 donation to the Ag Program and \$250 to the Manawa FFA, and VFW Post 1037 \$500 donation to the Manawa FFA, Accept Resignation of Secondary Administrative Assistant as Presented, and Accept a Elementary Teacher Retirement as Presented.

Any Item Removed from Consent Agenda:

Jepson requested the Treasurer's Report: Approve Expenditures & Receipts be removed. She questioned where to find the cost and reimbursements for vandalism. Mrs. O'Brien answered there were no expenses incurred for vandalism.

Motion by Jepson /Griffin to approve the Treasurer's Report. Motion carried.

Reierson asked to have the Title 1 Teacher as Presented be removed from the consent agenda. She questioned how this position is funded. Mrs. O'Brien said this position will get reimbursed through the Title 1 federal program.

Motion by Reierson / R. Johnson to approve the Title 1 Teacher as Presented. Motion carried.

Public Comments: None

Correspondence: None

District Administrator's Report: Student Council Representative - Olivia Santos reported the Student Council completed the second of three shake sales. They had a mint shake for St. Patrick's Day but their machine broke. Mr. Koehler did fix it so it should be ready for the next sale. They will be having concessions for the upcoming Solo and Ensemble Festival. The Student Council State Conference is in April. It is the first time that it will be held in-person since 2019. Teacher appreciation week activities are being finalized. Legislative Update - The legislators are done for this session. Monthly Enrollment Update - same as last month and holding steady. Curriculum Update - They will be looking at who is going to write curriculum over the next 3 years. Retiring Board Member Thank You - Joanne Johnson and Russ Johnson - this meeting is their last regular board meeting after serving the district. They were presented with certificates of appreciation for the State Superintendent as well as from the WASB.

School Operations Reports: ES Principal / Special Education Director, and MS / HS Principal: Highlights - Included in Board Packet. Mr. Wolfram wanted to congratulate Nancy Zabler and the Art Team for taking 1st Place Overall at the regional Visual Art Classic (VAC) as well as 2nd place in Quiz Bowl, and many individuals who are moving onto the state competition. The Little Wolf High School Marching Band received 1st Place for the 2022 Best Musical Entry from the New Dublin St. Patrick's Day Parade.

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

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

Board Comments: Reiersen reminded the board members that the April board meeting is the reorganization meeting. Policy 1055 does state that board members can request to be on a committee of their choosing so they should specify if they have a preference.

Jepson thanked the Manawa Athletic Booster Club for presenting a \$143,000 check to the track team for the construction of a rubberized track. They can't thank the booster club enough for all they do. This will benefit the whole school.

Pethke announced her resignation effective April 22, 2022 from the Board of Education.. She stated family health issues as the reason. Mrs. Pethke has served on the school board since 2015.

Committee Reports: Minutes of a Finance Committee, Buildings & Grounds, and Policy & Human Resources Committee were included in the Board packet.

Unfinished Business:

Consider Approval of Revised Policies as Listed Below:

PO9130 - Public Request, Suggestions, or Complaints as Presented

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

PO5517 - Nondiscrimination and Anti-Harassment - Student Anti-Harassment

Motion by Reiersen / R. Johnson to Approve PO9130 - Public Request, Suggestions, or Complaints as Presented, 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, PO5517 - Nondiscrimination and Anti-Harassment - Student Anti-Harassment. Motion carried.

New Business:

Motion by Jepson / Griffin to Approve 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. Motion carried. Pethke and R. Johnson recused themselves.

Motion by R. Johnson / Pethke to Approve of Start College Now Fall 2022 as Presented. Motion carried.

Motion by Pethke / Griffin to Approve of Keeping the Fund 39 Fund Balance Local and Not Open a Separate Escrow Account as Presented. Motion carried.

Motion by Griffin / R. Johnson to Approve of Isonas Door Fob System Replacement as Presented. Motion carried.

First Reading of NEOLA Policy Updates Volume 31, No. 1 as Listed

1. PO0100 - Definitions
2. PO0142.1 - Electoral Process
3. PO0142.5 - Vacancies
4. PO0144.5 - Board Member Behavior and Code of Conduct
5. PO0152 - Officers
6. PO0165.1 - Notice of Regular Meetings
7. PO1421 - Criminal History Record Check and Employee Self-Reporting Requirement
8. PO1460 - Physical Examination
9. PO2210 - Curriculum Development
10. PO2414 - Human Growth and Development
11. PO3121 - Criminal History Record Check and Employee Self-Reporting Requirements
12. PO3122.01 - Drug-Free Workplace
13. PO3160 - Physical Examination
14. PO3340 - Grievance Procedure
15. PO4121 - Criminal History Record Check and Employee Self-Reporting Requirements
16. PO4122.01 - Drug-Free Workplace
17. PO4160 - Physical Examination
18. PO4340 - Grievance Procedure
19. PO5113 - Open Enrollment Program
20. PO5200 - Attendance
21. PO5410 - Promotion, Placement, and Retention
22. PO5461 - Children At-Risk of Not Graduating From High School
23. PO6108 - Authorization to Make Electronic Fund Transfers
24. PO6114 - Cost Principles - Spending Federal Funds
25. PO6146 - Post Issuance Tax Exempt Bond Compliance
26. PO6152 - Student Fees, Fines, and Charges
27. PO7100 - Facilities Planning
28. PO8450 - Control of Casual-Contact Communicable Diseases

Consider Approval of NEOLA Administrative Guideline Updates Volume 31, No. 1 as Listed

1. AG1630.01 - FMLA Leave
2. AG2271 - Early College Credit Program
3. AG2411 - School Counseling
4. AG2430 - District-Sponsored Clubs and Activities
5. AG3120B - Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities
6. AG3120.10 - Job Sharing
7. AG3122.01 - Drug-Free Workplace
8. AG3125 - Wisconsin Educator Licensing
9. AG3160B - Tuberculosis Examination
10. AG3231A - Participation in Political Activities

11. AG3231B - Research and Publishing
12. AG4122.01 - Drug-Free Workplace
13. AG4160B - Tuberculosis Examination
14. AG4231A - Participation in Political Activities
15. AG5111.01 - Homeless Students
16. AG5200 - Attendance
17. AG5330 - Administration of Medications
18. AG5517.01 - Bullying
19. AG5540 - Relationship with Governmental Agencies
20. AG5610 - Suspension and Expulsion
21. AG5751 - Education and Services for School-Age Parents
22. AG5830 - Student Fund-Raising
23. AG6605 - Crowdfunding
24. AG7440.03 - Small Unmanned Aircraft Systems
25. AG7540.05 - Assistive Technology and Services
26. AG8320 - Personnel Records
27. AG8330 - Student Records
28. AG8600 - Transportation
29. AG8800D - Care, Custody, and Display of the United States Flag
30. AG9270 - Home-Based Private Education Students
31. AG9270A - Admission of Students from Nonapproved Schools
32. AG9700 - Fund-Raising by Charitable Organizations

Motion by Jepson / Reierson to Table the Listed NEOLA Administrative Guideline Updates Volume 31, No. 1. Motion carried.

Consider Approval of the Use of NEOLA Forms as Listed

1. FM6605F1 - Crowdfunding Solicitation Project Proposal Form
2. FM9160F1- Public Attendance at School Events

Motion by Pethke / R. Johnson to Table the NEOLA Forms as Listed. Motion carried.

Motion by Reierson / Griffin to Approve of vonBriesen & Roper, S.C. Attorneys at Law for Services beginning July 1, 2022. Hollman, and Pethke opposed. Motion carried.

Next Meeting Dates:

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

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

Motion by Reiersen / Jepson to Adjourn into closed session at 8:51 p.m. Motion carried.

Roll call: Reiersen, Griffin, R. Johnson, J. Johnson, Pethke, Jepson, Hollman.

Motion by Griffin / Jepson to Adjourn the closed session at 9:26 p.m. Motion carried.

Roll call: Reiersen, Griffin, R. Johnson, J. Johnson, Pethke, Jepson, Hollman.

Board May Act on Items Discussed in Closed Session

Motion by Jepson / R. Johnson to Adjourn at 9:26 p.m. Motion carried.

Stephanie Flynn, Recorder

Bobbie Jo Pethke, Recorder

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

Call to Order – President Johnson – **6:00 p.m.** – MES Board Room, 800 Beech Street

Pledge of Allegiance

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

Motion by Griffin / Jepson to move into closed session at 6:01 p.m. Motion carried.

Roll Call Reierson, Jepson, Griffin, R. Johnson, Pethke, J. Johnson. Hollman absent.

Board May Act on Items Discussed in Closed Session

Motion by Jepson / Griffin to address the terms of employment for D. Brauer, M. Johnson, D. Marzofka, C. O'Brien as follows: Term shall state the board employs Administrator and Administrator hereby accepts employment for a term commencing July 1, 2022 and ending June 30, 2024. Each July 1st shall be designated as the anniversary date of this agreement. Salary and benefits shall be determined as of the anniversary date. All other contract language revisions requested in the Administrator Contract Renewal Memo dated March 17, 2022 will be denied. Motion carried. Hollman absent.

Motion by Reierson / R. Johnson that the 2 percent be applied to each Adminator base salary. Motion carried.

Next Meeting Dates: March 31, 2022 Ad hoc Safety Committee Meeting - 5:30 p.m.

April 5, 2022 Special Board of Education Meeting - 6:00 p.m.

April 11, 2022 Finance Committee Meeting - 6:00 p.m.

April 12, 2022 Buildings and Grounds Committee Meeting - 4:30 p.m.

April 19, 2022 Policy & Human Resources Committee Meeting - 6:00 p.m.

April 20, 2022 Curriculum Committee Meeting - 5:00 p.m.

April 21, 2022 WASB Region 7 New School Board Member Gathering - 7:00 p.m. Cesa 6 Oshkosh

April 25, 2022 Regular Board of Education Meeting - 7:00 p.m.

May 11, 2022 All-District Recognition & Appreciation Celebration - 2:30 p.m. LWHS/MMS

Motion by Pethke/R. Johnson adjourned the closed session at 7:09 p.m.

Move to Open Session

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

Motion by Jepson / Griffin to adjourn at 7:11 p.m. Motion carried.

Bobbie Jo Pethke, Recorder

Minutes of a April 5, 2022 School District of Manawa Special Board of Education Meeting

Call to Order – President Johnson – 6:00 p.m. – MES Board Room, 800 Beech Street

Pledge of Allegiance - Dr. Oppor

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

Verify Publication of Meeting - Dr. Oppor verified

Public Comment - None

Approved by Consent - Approval of a Secondary Administrative Assistant as Presented, and Approval of the Terms of Employment for D. Brauer, M. Johnson, D. Marzofka, C. O'Brien as follows: *Term shall state the board employs Administrator and Administrator hereby accepts employment for a term commencing July 1, 2022 and ending June 30, 2024. Each July 1st shall be designated as the anniversary date of this agreement. Salary and benefits shall be determined as of the anniversary date. All other contract language revisions requested in the Administrator Contract Renewal Memo dated March 17, 2022 will be denied.*

Consent agenda carried. R. Johnson recused himself.

Any Item Removed from Consent Agenda - None

New Business - Motion by Pethke / R. Johnson to Approve of 2022-23 Teacher Contract Language as Presented. Motion carried.

Motion by Reierson / Griffin to Approve the Teacher Salary Advancement including the amendment to be effective 7/1/22.

Motion by Hollman / Pethke to Approve of Spiegelberg Implement, Inc. Second Long Jump Quote as Presented. Motion failed.

Motion by Jepson / Reierson to Acquire New Quote from Spiegelberg Implement, Inc. to match the width of the current runway of a second long jump and authorize Buildings and Grounds Committee to Approve. Motion carried.

Questions on the length of concrete on the quote. Dr. Oppor to contact Mr. Spiegelberg.

Motion by Jepson/Hollman Allow Buildings and Grounds Committee to Approve Quote for Fisher Tracks, Inc. rubberized long jump quote. Motion Carried

Motion by Hollman / Jepson to Approve of Potential Baseball Timber Rattler Fundraiser as Presented. Motion carried.

Review and Act Upon Staff Retention Patterns - Carmen to bring suggestions to the Policy & Finance Committee for support staff concerns. Get feedback from staff via Google survey, staff satisfiers, and suggestions.

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 Evaluation 2) Personnel Issues

Motion by Hollman / Jepson to move into closed session. Motion carried at 6:50 p.m.
Board May Act on Items Discussed in Closed Session

Next Meeting Dates: April 11, 2022 Finance Committee Meeting - 6:00 p.m., April 12, 2022 Buildings and Grounds Committee Meeting - 4:30 p.m., April 13, 2022 Ad hoc Recognition Committee Meeting - 4:30 p.m., April 19, 2022 Policy & Human Resources Committee Meeting - 6:00 p.m., March 20, 2022 Curriculum Committee Meeting - 5:00 p.m., April 21, 2022 WASB Region 7 New School Board Member Gathering - 7:00 p.m. CESA 6 Oshkosh, April 25, 2022 Regular Board of Education Meeting - 7:00 p.m., May 11, 2022 All- Recognition & Appreciation Celebration - 2:30 p.m. LWHS/MMS

Roll call: Reierson, Griffin, Jepson, Hollman, Pethke, R. Johnson, J. Johnson
Motion by Griffin / Jepson to Adjourn Closed Session at 8:35 p.m.

Open Session- Roll call: Reierson, Griffin, Jepson, Hollman, Pethke, R. Johnson, J. Johnson

Motion by Reierson / Jepson to adjourn at 8:36 p.m. Motion carried.

Respectfully submitted,
Bobbi Jo Pethke

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|--|--|------------------|----------|
| 83237 | AEP CONNECTIONS, LLC | JPAP04 | 04/01/2022 | WEBINAR REGISTRATION | GENERAL FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING | 1012200118 | 95.00 |
| | | | | | | Totals for 83237 | 95.00 |
| 83238 | AMAZON CAPITAL SERVI | JPAP04 | 04/01/2022 | CUM FILE TABS | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 1012200128 | 27.96 |
| | | | | | | Totals for 83238 | 27.96 |
| 83239 | AT&T | JPAP04 | 04/01/2022 | AT&T INTERNET BILLING | GENERAL FUND/ON-LINE COMMUNICATIONS/ADMIN ISTRATIVE TECHNOLOGY SERV | 8002200027 | 651.48 |
| | | | | | | Totals for 83239 | 651.48 |
| 83241 | AXCEL TECHNOLOGY, LL | JPAP04 | 04/01/2022 | RACKTOP BRICKSTOR SP CYBERSTORAGE PROTECTION | GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV | 0 | 1,500.00 |
| | | | | | | Totals for 83241 | 1,500.00 |
| 83242 | BRAINPOP LLC | JPAP04 | 04/01/2022 | BrainPop & BrainPop Jr Renewal | GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY | 1012200126 | 1,162.28 |
| 83242 | BRAINPOP LLC | JPAP04 | 04/01/2022 | BrainPop & BrainPop Jr Renewal | GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY | 1012200126 | 2,711.97 |
| | | | | | | Totals for 83242 | 3,874.25 |
| 83243 | BREAKOUT, INC | JPAP04 | 04/01/2022 | Breakout EDU Online Subscription Renewal | GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY | 8002200070 | 999.00 |
| | | | | | | Totals for 83243 | 999.00 |
| 83245 | CESA 6-CONFERENCE RE | JPAP04 | 04/01/2022 | FAMILY ENGAGEMENT WORK WITH MICROGRANT (1.5 HOURS OF PD & 2 HOURS OF COACHING/CONSULTATION) | SPECIAL EDUCATION FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING | 0 | 550.00 |
| | | | | | | Totals for 83245 | 550.00 |
| 83247 | DISCOUNT MAGAZINE SU | JPAP04 | 04/01/2022 | Magazine Subscription Renewal | GENERAL FUND/PERIODICALS/SCH OOL LIBRARY | 1012200125 | 330.63 |
| | | | | | | Totals for 83247 | 330.63 |
| 83249 | GFL ENVIRONMENTAL | JPAP04 | 04/01/2022 | Open PO for Garbage Removal | GENERAL FUND/CLEANING SERVICES/OPERATION | 8002200016 | 891.00 |
| | | | | | | Totals for 83249 | 891.00 |
| 83250 | HANSON, JODIE | JPAP04 | 04/01/2022 | TRANSPORTATION (NATHAN WORTHLEY) TO SCHOOL DISTRICT OF MANAWA FOR FEBRUARY & MARCH 2022 | GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED PARENT CONTRACT | 0 | 247.48 |
| | | | | | | Totals for 83250 | 247.48 |
| 83254 | MACGILL DISCOUNT MED | JPAP04 | 04/01/2022 | KRYSTAL DRAEGER HEALTH ROOM | GENERAL | 4002200294 | 100.54 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|------------------|----------------------|--------------|------------|---|--|------------|--------|
| | | | | SUPPLIES | FUND/GENERAL SUPPLIES/HEALTH | | |
| 83254 | MACGILL DISCOUNT MED | JPAP04 | 04/01/2022 | KRYSTAL DRAEGER HEALTH ROOM SUPPLIES | GENERAL FUND/GENERAL SUPPLIES/HEALTH | 4002200294 | 135.40 |
| Totals for 83254 | | | | | | | 235.94 |
| 83256 | MASTER ELECTRICAL SE | JPAP04 | 04/01/2022 | DISCONNECTED POWER FOR WASH ROOM DAMPER & WIRED NEW DAMPER AT LWHS/MMS | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 121.12 |
| 83256 | MASTER ELECTRICAL SE | JPAP04 | 04/01/2022 | DISCONNECTED POWER FOR WASH ROOM DAMPER & WIRED NEW DAMPER AT LWHS/MMS | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 91.38 |
| 83256 | MASTER ELECTRICAL SE | JPAP04 | 04/01/2022 | SERVICE CALL TO LWHS/MMS - NO POWER TO THE GYM. BREAKER FEEDING PANEL HAD BEEN TRIPPED. RESET THE BREAKER AND ALL WAS GOOD AGAIN. | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 72.67 |
| 83256 | MASTER ELECTRICAL SE | JPAP04 | 04/01/2022 | SERVICE CALL TO LWHS/MMS - NO POWER TO THE GYM. BREAKER FEEDING PANEL HAD BEEN TRIPPED. RESET THE BREAKER AND ALL WAS GOOD AGAIN. | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 54.83 |
| 83256 | MASTER ELECTRICAL SE | JPAP04 | 04/01/2022 | ADDED A RECEPTACLE IN THE WRESTLING PRACTICE ROOM AT LWHS/MMS | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 189.24 |
| 83256 | MASTER ELECTRICAL SE | JPAP04 | 04/01/2022 | ADDED A RECEPTACLE IN THE WRESTLING PRACTICE ROOM AT LWHS/MMS | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 142.76 |
| Totals for 83256 | | | | | | | 672.00 |
| 83257 | THE MASTER TEACHER I | JPAP04 | 04/01/2022 | RETIREMENT GIFT KATHY FIELD | GENERAL FUND/GENERAL SUPPLIES/COMMUNITY RELATIONS | 8002200069 | 112.95 |
| Totals for 83257 | | | | | | | 112.95 |
| 83258 | NASSCO, INC | JPAP04 | 04/01/2022 | CUSTODIAL SUPPLES - MES | GENERAL FUND/GENERAL SUPPLIES/OPERATION | 0 | 328.81 |
| Totals for 83258 | | | | | | | 328.81 |
| 83259 | NOVEL EFFECT, INC | JPAP04 | 04/01/2022 | Novel Effect Year Subscription | GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY | 1012200127 | 99.99 |
| Totals for 83259 | | | | | | | 99.99 |
| 83260 | PITTSVILLE SCHOOL DI | JPAP04 | 04/01/2022 | Conference Wrestling Fee | GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOYS WRESTLING | 4002200319 | 200.00 |
| Totals for 83260 | | | | | | | 200.00 |
| 83261 | REMINGTON'S QUALITY | JPAP04 | 04/01/2022 | FOOD CONTINGENCY | SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL | 272200008 | 9.35 |
| Totals for 83261 | | | | | | | 9.35 |
| 83262 | SOLARUS | JPAP04 | 04/01/2022 | SOLARUS MONTHLY BILL | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002200025 | 375.79 |
| 83262 | SOLARUS | JPAP04 | 04/01/2022 | SOLARUS MONTHLY BILL | GENERAL | 8002200025 | 731.81 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|---|--|------------------|----------|
| 83262 | SOLARUS | JPAP04 | 04/01/2022 | SOLARUS MONTHLY BILL | FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES GENERAL | 8002200025 | 494.47 |
| 83262 | SOLARUS | JPAP04 | 04/01/2022 | SOLARUS MONTHLY BILL | FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES GENERAL | 8002200025 | 375.80 |
| 83262 | SOLARUS | JPAP04 | 04/01/2022 | SOLARUS MONTHLY BILL | SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION | 8002200025 | 148.19 |
| | | | | | | Totals for 83262 | 2,126.06 |
| 83263 | SOLIANT | JPAP04 | 04/01/2022 | Soliant Contract | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272200051 | 1,216.00 |
| 83263 | SOLIANT | JPAP04 | 04/01/2022 | Soliant Contract | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272200051 | 64.00 |
| 83263 | SOLIANT | JPAP04 | 04/01/2022 | Soliant Contract | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272200051 | 1,216.00 |
| 83263 | SOLIANT | JPAP04 | 04/01/2022 | Soliant Contract | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272200051 | 64.00 |
| | | | | | | Totals for 83263 | 2,560.00 |
| 83264 | STANDARD INSURANCE C | JPAP04 | 04/01/2022 | LIFE/STD & LTD PREMIUM MARCH 2022 | GENERAL FUND/LIFE INSURANCE PAYABLE | 0 | 1,210.58 |
| 83264 | STANDARD INSURANCE C | JPAP04 | 04/01/2022 | LIFE/STD & LTD PREMIUM MARCH 2022 | GENERAL FUND/LTD INS PAYABLE | 0 | 930.64 |
| 83264 | STANDARD INSURANCE C | JPAP04 | 04/01/2022 | LIFE/STD & LTD PREMIUM MARCH 2022 | GENERAL FUND/STD INS PAYABLE | 0 | 228.09 |
| | | | | | | Totals for 83264 | 2,369.31 |
| 83266 | SUEHS MOTORS, INC. | JPAP04 | 04/01/2022 | MAINTENANCE ON 2017 CHRYSLER PACIFICA | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS | 0 | 60.62 |
| | | | | | | Totals for 83266 | 60.62 |
| 83267 | TEACHER SYNERGY, LLC | JPAP04 | 04/01/2022 | 3RD GRADE TEACHERS PAY TEACHERS CONTINGENCY | GENERAL FUND/OTHER MEDIA/UNDIFFERENTIATED CURRICULUM | 1012200024 | 58.80 |
| 83267 | TEACHER SYNERGY, LLC | JPAP04 | 04/01/2022 | ONLINE TEACHER RESOURCE | SPECIAL EDUCATION FUND/OTHER MEDIA/MULTI-CATEGORICAL | 272200057 | 70.00 |
| | | | | | | Totals for 83267 | 128.80 |
| 83268 | THEDACARE AT WORK | JPAP04 | 04/01/2022 | DS RAPID 5 BUNDLED/TB QUIETIONNAIRE REVIEW/PHYSICAL | GENERAL FUND/PERSONAL | 0 | 189.00 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|--|---|------------|--------|
| | | | | FREE FROM COMM DISEASE - JP | SERVICES/HEALTH SERVICES | | |
| | | | | | Totals for 83268 | | 189.00 |
| 83269 | UNIFIRST CORPORATION | JPAP04 | 04/01/2022 | MATS & MOPS | GENERAL | 0 | 41.66 |
| | | | | | FUND/CLEANING | | |
| | | | | | SERVICES/OPERATION | | |
| 83269 | UNIFIRST CORPORATION | JPAP04 | 04/01/2022 | MATS & MOPS | GENERAL | 0 | 31.42 |
| | | | | | FUND/CLEANING | | |
| | | | | | SERVICES/OPERATION | | |
| | | | | | Totals for 83269 | | 73.08 |
| 83270 | URBAN AIR - APPLETON | JPAP04 | 04/01/2022 | STUDENT COUNCIL TEAM BUILDING FIELD TRIP SCHEDULED FOR WEDNESDAY. MAY 25, 2022 | GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES | 1012200028 | 499.00 |
| | | | | | Totals for 83270 | | 499.00 |
| 83272 | ANDERSON, JOSEPH | JPAP04 | 04/07/2022 | MS SOLO/ENSEMBLE JUDGE ON 4/7/22 | GENERAL | 0 | 75.00 |
| | | | | | FUND/PERSONAL | | |
| | | | | | SERVICES/VOCAL | | |
| | | | | | MUSIC | | |
| 83272 | ANDERSON, JOSEPH | JPAP04 | 04/07/2022 | MS SOLO/ENSEMBLE JUDGE ON 4/7/22 | GENERAL | 0 | 75.00 |
| | | | | | FUND/PERSONAL | | |
| | | | | | SERVICES/INSTRUMENTA | | |
| | | | | | L MUSIC | | |
| | | | | | Totals for 83272 | | 150.00 |
| 83273 | CLAUS, TONY | JPAP04 | 04/07/2022 | MS SOLO/ENSEMBLE JUDGE ON 4/7/22 | GENERAL | 0 | 75.00 |
| | | | | | FUND/PERSONAL | | |
| | | | | | SERVICES/VOCAL | | |
| | | | | | MUSIC | | |
| 83273 | CLAUS, TONY | JPAP04 | 04/07/2022 | MS SOLO/ENSEMBLE JUDGE ON 4/7/22 | GENERAL | 0 | 75.00 |
| | | | | | FUND/PERSONAL | | |
| | | | | | SERVICES/INSTRUMENTA | | |
| | | | | | L MUSIC | | |
| | | | | | Totals for 83273 | | 150.00 |
| 83274 | DUMMER, RYAN | JPAP04 | 04/07/2022 | PIANO ACCOMPANIST AT MS SOLO/ENSEMBLE ON 4/7/22 21 @ \$15 | GENERAL | 0 | 315.00 |
| | | | | | FUND/PERSONAL | | |
| | | | | | SERVICES/VOCAL | | |
| | | | | | MUSIC | | |
| | | | | | Totals for 83274 | | 315.00 |
| 83275 | MORRISSEY, KIRA | JPAP04 | 04/07/2022 | PIANO ACCOMPANIST AT MS SOLO/ENSEMBLE ON 4/7/22 21 @ \$15 | GENERAL | 0 | 315.00 |
| | | | | | FUND/PERSONAL | | |
| | | | | | SERVICES/VOCAL | | |
| | | | | | MUSIC | | |
| | | | | | Totals for 83275 | | 315.00 |
| 83276 | RICE, PASTOR STEVE | JPAP04 | 04/07/2022 | PIANO ACCOMPANIST AT MS SOLO/ENSEMBLE ON 4/7/22 22 @ \$15 | GENERAL | 0 | 330.00 |
| | | | | | FUND/PERSONAL | | |
| | | | | | SERVICES/VOCAL | | |
| | | | | | MUSIC | | |
| | | | | | Totals for 83276 | | 330.00 |
| 83277 | SHIMEK, MARY JEAN | JPAP04 | 04/07/2022 | MS SOLO/ENSEMBLE JUDGE ON 4/7/22 | GENERAL | 0 | 75.00 |
| | | | | | FUND/PERSONAL | | |
| | | | | | SERVICES/VOCAL | | |
| | | | | | MUSIC | | |
| 83277 | SHIMEK, MARY JEAN | JPAP04 | 04/07/2022 | MS SOLO/ENSEMBLE JUDGE ON 4/7/22 | GENERAL | 0 | 75.00 |
| | | | | | FUND/PERSONAL | | |
| | | | | | SERVICES/INSTRUMENTA | | |
| | | | | | L MUSIC | | |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|--|---|------------------|----------|
| | | | | | | Totals for 83277 | 150.00 |
| 83278 | TREPASSO, LINDA | JPAP04 | 04/07/2022 | MS SOLO/ENSEMBLE JUDGE ON 4/7/22 | GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC | 0 | 75.00 |
| 83278 | TREPASSO, LINDA | JPAP04 | 04/07/2022 | MS SOLO/ENSEMBLE JUDGE ON 4/7/22 | GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC | 0 | 75.00 |
| | | | | | | Totals for 83278 | 150.00 |
| 83279 | AMAZON CAPITAL SERVI | JPAP04 | 04/08/2022 | LAPTOP | GENERAL FUND/NON-CAPITAL TECH HARDWARE/ENGLISH LANGUAGE | 1152200005 | 1,049.00 |
| 83279 | AMAZON CAPITAL SERVI | JPAP04 | 04/08/2022 | TITLE IV ITEMS | GENERAL FUND/NON-CAPITAL TECH HARDWARE/INSTRUCTION RELATED TECHNOLOGY | 1152200004 | 281.32 |
| | | | | | | Totals for 83279 | 1,330.32 |
| 83281 | CENGAGE LEARNING | JPAP04 | 04/08/2022 | Gale Resources Renewal | GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY | 4002200307 | 1,042.00 |
| 83281 | CENGAGE LEARNING | JPAP04 | 04/08/2022 | Gale Resources Renewal | GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY | 4002200307 | 1,389.35 |
| | | | | | | Totals for 83281 | 2,431.35 |
| 83282 | CITY OF MANAWA | JPAP04 | 04/08/2022 | LWHS-WATER/SEWER | GENERAL FUND/WATER/OPERATION | 0 | 366.48 |
| 83282 | CITY OF MANAWA | JPAP04 | 04/08/2022 | LWHS-WATER/SEWER | GENERAL FUND/SEWERAGE/OPERAT ION | 0 | 446.20 |
| 83282 | CITY OF MANAWA | JPAP04 | 04/08/2022 | LWHS-WATER/SEWER | GENERAL FUND/SEWERAGE/OPERAT ION | 0 | 336.60 |
| 83282 | CITY OF MANAWA | JPAP04 | 04/08/2022 | LWHS-WATER/SEWER | GENERAL FUND/WATER/OPERATION | 0 | 276.47 |
| 83282 | CITY OF MANAWA | JPAP04 | 04/08/2022 | MES-WATER/SEWER | GENERAL FUND/WATER/OPERATION | 0 | 433.41 |
| 83282 | CITY OF MANAWA | JPAP04 | 04/08/2022 | MES-WATER/SEWER | GENERAL FUND/SEWERAGE/OPERAT ION | 0 | 508.95 |
| 83282 | CITY OF MANAWA | JPAP04 | 04/08/2022 | PAES LAB | SPECIAL EDUCATION FUND/WATER/BUILDINGS | 0 | 26.68 |
| 83282 | CITY OF MANAWA | JPAP04 | 04/08/2022 | PAES LAB | SPECIAL EDUCATION FUND/SEWERAGE/BUILDI NGS | 0 | 44.68 |
| | | | | | | Totals for 83282 | 2,439.47 |
| 83283 | COMMAND CENTRAL, LLC | JPAP04 | 04/08/2022 | APRIL 5, 2022 NONPARTUSAN SPRING ELECTION | GENERAL FUND/PERSONAL SERVICES/ELECTION | 0 | 3,121.00 |
| | | | | | | Totals for 83283 | 3,121.00 |
| 83284 | STERLING WATER CULLI | JPAP04 | 04/08/2022 | SOLAR SALT AND SYSTEM CHECK | GENERAL | 0 | 48.36 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|--|--|------------|----------|
| | | | | AT LWHS/MMS BUILDING | FUND/CLEANING SERVICES/OPERATION | | |
| 83284 | STERLING WATER CULLI | JPAP04 | 04/08/2022 | SOLAR SALT AND SYSTEM CHECK AT LWHS/MMS BUILDING | GENERAL FUND/CLEANING SERVICES/OPERATION | 0 | 36.49 |
| 83284 | STERLING WATER CULLI | JPAP04 | 04/08/2022 | WATER SOFTENER SALT + SERVICE MES | GENERAL FUND/CLEANING SERVICES/OPERATION | 0 | 49.90 |
| | | | | | Totals for 83284 | | 134.75 |
| 83285 | DELTA DENTAL-VISION | JPAP04 | 04/08/2022 | APRIL 2022 VISION INSURANCE | GENERAL FUND/VISION EFF 090115 | 0 | 543.58 |
| 83285 | DELTA DENTAL-VISION | JPAP04 | 04/08/2022 | DELTA VISION - COBRA | GENERAL FUND/VISION EFF 090115 | 0 | 4.65 |
| | | | | | Totals for 83285 | | 548.23 |
| 83286 | DIVERSIFIED BENEFIT | JPAP04 | 04/08/2022 | HRA ADMIN FEES | GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL | 0 | 263.41 |
| | | | | | Totals for 83286 | | 263.41 |
| 83287 | DUMMER, RYAN | JPAP04 | 04/08/2022 | PIANO ACC HS SOLO ENSEMBLE (8 @ \$15) | GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC | 4002200337 | 120.00 |
| | | | | | Totals for 83287 | | 120.00 |
| 83288 | E O JOHNSON CO., INC | JPAP04 | 04/08/2022 | COPIER PAYMENT | GENERAL FUND/COMMUNICATION/A DMINISTRATIVE TECHNOLOGY SERV | 8002200030 | 3,301.53 |
| | | | | | Totals for 83288 | | 3,301.53 |
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 323.25 |
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 152.00 |
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 106.05 |
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 189.10 |
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 181.85 |
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 125.45 |
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 125.45 |
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 392.31 |
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 154.80 |

| CHECK NUMBER | CHECK VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|------------------|----------------------|--------------|------------|--|---|------------|----------|
| 83289 | ENGELHARDT DAIRY OF | JPAP04 | 04/08/2022 | DAIRY PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 323.25 |
| Totals for 83289 | | | | | | | 2,073.51 |
| 83290 | HEID MUSIC CO | JPAP04 | 04/08/2022 | KEVIN PLEKAN SHEET MUSIC | GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC | 4002200289 | 43.96 |
| 83290 | HEID MUSIC CO | JPAP04 | 04/08/2022 | KEVIN PLEKAN INSTRUMENT REPAIRS | GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC | 4002200304 | 12.66 |
| 83290 | HEID MUSIC CO | JPAP04 | 04/08/2022 | KEVIN PLEKAN - CREDIT SHEET MUSIC | GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC | 4002200289 | -8.50 |
| 83290 | HEID MUSIC CO | JPAP04 | 04/08/2022 | KEVIN PLEKAN SHEET MUSIC | GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC | 4002200289 | 36.97 |
| Totals for 83290 | | | | | | | 85.09 |
| 83291 | INTELLICORP RECORDS, | JPAP04 | 04/08/2022 | OUT OF STATE BACKGROUND CHECKS | GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES | 0 | 30.30 |
| Totals for 83291 | | | | | | | 30.30 |
| 83292 | KITCHEN - TECH LLC. | JPAP04 | 04/08/2022 | BROKEN REGULATOR/LEAKING | FOOD SERVICE FUND/REPAIR & MAINTENANCE SERVICES/FOOD SERVICES | 0 | 704.00 |
| Totals for 83292 | | | | | | | 704.00 |
| 83293 | LAFORCE INC | JPAP04 | 04/08/2022 | SERVICE CALL - T&M - TROUBLESHOOT LEFT EXTERIOR LEAF OF MAIN ENTRANCE AT MES | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 654.78 |
| Totals for 83293 | | | | | | | 654.78 |
| 83294 | MARQUETTE UNIVERSITY | JPAP04 | 04/08/2022 | COMPUTER PROGRAMMING COMPETITION | GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/TECHNOLOGY EDUCATION | 4002200335 | 60.00 |
| Totals for 83294 | | | | | | | 60.00 |
| 83295 | MATHEMATICS INSTITUT | JPAP04 | 04/08/2022 | MEALS, LODGING & MILEAGE FOR TRAINER | GENERAL FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING | 0 | 477.50 |
| Totals for 83295 | | | | | | | 477.50 |
| 83296 | MULTI MEDIA CHANNELS | JPAP04 | 04/08/2022 | 2022 MANAWA - ALL CONFERENCE | GENERAL FUND/PRINTING AND BINDING/INFORMATION | 0 | 55.00 |
| Totals for 83296 | | | | | | | 55.00 |
| 83297 | OFFICE DEPOT | JPAP04 | 04/08/2022 | PAPER SHREDDER | GENERAL FUND/EQUIPMENT PURCHASE REPLACEMENT/OFFICE OF THE PRINCIPAL | 1012200129 | 1,459.99 |
| Totals for 83297 | | | | | | | 1,459.99 |
| 83298 | PAN-O-GOLD BAKING | JPAP04 | 04/08/2022 | BREAD PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 107.10 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|----------------------------|---|--------------|----------|
| 83298 | PAN-O-GOLD BAKING | JPAP04 | 04/08/2022 | BREAD PRODUCTS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 126.00 |
| | | | | | Totals for 83298 | | 233.10 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES | 0 | 321.42 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES | 0 | 115.03 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 962.37 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION | 0 | 247.01 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | USDA COMMODITY FOODS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 75.60 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 1,330.96 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION | 0 | 401.02 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES | 0 | 56.62 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 1,266.72 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION | 0 | 190.28 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES | 0 | 19.14 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 1,221.88 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION | 0 | 73.95 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | USDA COMMODITY FOODS | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 14.40 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES | 0 | 321.42 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 2,303.93 |
| 83299 | PERFORMANCE FOODSERV | JPAP04 | 04/08/2022 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION | 0 | 221.94 |
| | | | | | Totals for 83299 | | 9,143.69 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT | |
|-----------------|----------------------|-----------------|---------------|--|---|--------------|------------------|----------|
| 83301 | PITNEY BOWES INC | JPAP04 | 04/08/2022 | RED INK CARTRIDGE - 1 BOX | GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES | 0 | 80.74 | |
| | | | | | | | Totals for 83301 | 80.74 |
| 83302 | PROQUEST LLC | JPAP04 | 04/08/2022 | CultureGrams Renewal | GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY | 4002200212 | 411.95 | |
| 83302 | PROQUEST LLC | JPAP04 | 04/08/2022 | CultureGrams Renewal | GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY | 4002200212 | 683.66 | |
| | | | | | | | Totals for 83302 | 1,095.61 |
| 83303 | RADLEY, JONI | JPAP04 | 04/08/2022 | HIGH SCHOOL ACC SOLO ENSEMBLE (15 @ \$15) | GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC | 4002200338 | 225.00 | |
| | | | | | | | Totals for 83303 | 225.00 |
| 83304 | RICE, PASTOR STEVE | JPAP04 | 04/08/2022 | HS SOLO ENSEMBLE PIANO (12 @ \$15) | GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC | 4002200336 | 180.00 | |
| | | | | | | | Totals for 83304 | 180.00 |
| 83306 | SCHOOL SPECIALTY LLC | JPAP04 | 04/08/2022 | CENTRAL SUPPLY ITEMS | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 1012200131 | 386.63 | |
| 83306 | SCHOOL SPECIALTY LLC | JPAP04 | 04/08/2022 | CARRIE KOEHN CENTRAL SUPPLY | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 4002200285 | 34.60 | |
| 83306 | SCHOOL SPECIALTY LLC | JPAP04 | 04/08/2022 | CARRIE KOEHN CENTRAL SUPPLY | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 4002200285 | 26.10 | |
| | | | | | | | Totals for 83306 | 447.33 |
| 83307 | SOLIANT | JPAP04 | 04/08/2022 | Soliant Contract | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272200051 | 1,216.00 | |
| 83307 | SOLIANT | JPAP04 | 04/08/2022 | Soliant Contract | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272200051 | 64.00 | |
| | | | | | | | Totals for 83307 | 1,280.00 |
| 83308 | THEDACARE AT WORK | JPAP04 | 04/08/2022 | DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - H PERSELLS | GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES | 0 | 189.00 | |
| | | | | | | | Totals for 83308 | 189.00 |
| 83309 | US CELLULAR | JPAP04 | 04/08/2022 | FOR DISTRICT CELL PHONES 2021-22 | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002200026 | 341.49 | |
| | | | | | | | Totals for 83309 | 341.49 |
| 83310 | USI EDUCATION & GOVE | JPAP04 | 04/08/2022 | LAMINATOR & SHIPPING | GENERAL | 1012200130 | 2,145.00 | |

| CHECK NUMBER | CHECK VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|--|---|------------|----------|
| | | | | | FUND/EQUIPMENT PURCHASE | | |
| | | | | | REPLACEMENT/OFFICE OF THE PRINCIPAL | | |
| | | | | | Totals for 83310 | | 2,145.00 |
| 83311 | VALLEY PEST CONTROL, | JPAP04 | 04/08/2022 | ANNUAL INVOICE LESS 5% DISCOUNT | GENERAL | 0 | 570.00 |
| | | | | | FUND/CLEANING SERVICES/OPERATION | | |
| | | | | | Totals for 83311 | | 570.00 |
| 83312 | WASBO (WI ASSOC OF S | JPAP04 | 04/08/2022 | 2022 WI FEDERAL FUNDING CONFERENCE | GENERAL | 0 | 275.00 |
| | | | | | FUND/PERSONAL SERVICES/DIRECTION OF BUSINESS | | |
| | | | | | Totals for 83312 | | 275.00 |
| 83314 | WEX BANK - GLOBAL FL | JPAP04 | 04/08/2022 | ALL OTHER FUEL | GENERAL | 0 | 213.57 |
| | | | | | FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS | | |
| | | | | | Totals for 83314 | | 213.57 |
| 83315 | WI DEPT OF JUSTICE | JPAP04 | 04/08/2022 | BACKGROUND CHECKS -MARCH 2022 (15 @ \$7) | GENERAL | 0 | 105.00 |
| | | | | | FUND/PERSONAL SERVICES/OTHER STAFF SERVICES | | |
| | | | | | Totals for 83315 | | 105.00 |
| 83316 | WI SKYWARD USER GROU | JPAP04 | 04/08/2022 | FULL CONFERENCE | GENERAL | 0 | 225.00 |
| | | | | | FUND/PERSONAL SERVICES/NON-INSTRUC TIONAL STAFF TRANIN | | |
| | | | | | Totals for 83316 | | 225.00 |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - GAS & ELECTRIC - MES | GENERAL FUND/GAS | 1012200084 | 3,274.91 |
| | | | | | FOR HEAT/OPERATION | | |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - GAS & ELECTRIC - MES | GENERAL | 1012200084 | 4,318.97 |
| | | | | | FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | | |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - GAS - LWHS/MMS | GENERAL FUND/GAS | 4002200127 | 2,932.39 |
| | | | | | FOR HEAT/OPERATION | | |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - GAS - LWHS/MMS | GENERAL FUND/GAS | 4002200127 | 2,212.16 |
| | | | | | FOR HEAT/OPERATION | | |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - ELECTRIC - MMS/LWHS | GENERAL | 8002200038 | 4,566.45 |
| | | | | | FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | | |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - ELECTRIC - MMS/LWHS | GENERAL | 8002200038 | 3,444.86 |
| | | | | | FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | | |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - ELECTRIC - MMS/LWHS | GENERAL | 8002200038 | 9.84 |
| | | | | | FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | | |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - ELECTRIC - MMS/LWHS | GENERAL | 8002200038 | 7.43 |
| | | | | | FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | | |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|--|--|------------------|-----------|
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - ELECTRIC - MMS/LWHS | GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | 8002200038 | 9.84 |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | ALLIANT - ELECTRIC - MMS/LWHS | GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | 8002200038 | 7.43 |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | PAES Lab Gas and Electric Bill | SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS | 272200033 | 120.25 |
| 83318 | ALLIANT ENERGY | JPAP04 | 04/14/2022 | PAES Lab Gas and Electric Bill | SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS | 272200033 | 67.24 |
| | | | | | | Totals for 83318 | 20,971.77 |
| 83319 | CENTURY LINK | JPAP04 | 04/14/2022 | Century Link monthly bill | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002200017 | 61.29 |
| | | | | | | Totals for 83319 | 61.29 |
| 83320 | CESA 6-CONFERENCE RE | JPAP04 | 04/14/2022 | PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL | SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY | 0 | 608.00 |
| 83320 | CESA 6-CONFERENCE RE | JPAP04 | 04/14/2022 | PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL | SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY | 0 | 2,432.00 |
| 83320 | CESA 6-CONFERENCE RE | JPAP04 | 04/14/2022 | PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL | SPECIAL EDUCATION FUND/TRANSFER TO CESA/SPECIAL ED TUITION-NON-OPEN | 0 | 3,300.00 |
| 83320 | CESA 6-CONFERENCE RE | JPAP04 | 04/14/2022 | PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL | SPECIAL EDUCATION FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST | 0 | 1,218.00 |
| 83320 | CESA 6-CONFERENCE RE | JPAP04 | 04/14/2022 | PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL | GENERAL FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST | 0 | 232.00 |
| | | | | | | Totals for 83320 | 7,790.00 |
| 83321 | FAMILIES IN EDUCATIO | JPAP04 | 04/14/2022 | DONATION FROM TREEHOUSE FOODS FOR POST PROM - CHECK WAS MADE OUT TO THE SCHOOL DISTRICT | GENERAL FUND/OTHR REVENUE FROM LOCAL SOURCE/DISTRICT WIDE | 0 | 500.00 |
| | | | | | | Totals for 83321 | 500.00 |
| 83322 | GRESHAM BOOSTER CLUB | JPAP04 | 04/14/2022 | TRACK MEET AT MENOMINEE INDIAN HIGH SCHOOL TRACK & FIELD FACILITY | GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK | 0 | 125.00 |
| 83322 | GRESHAM BOOSTER CLUB | 041422 | 04/14/2022 | TRACK MEET AT MENOMINEE INDIAN HIGH SCHOOL TRACK & FIELD FACILITY | GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK | 0 | -125.00 |
| | | | | | | Totals for 83322 | 0.00 |
| 83323 | INTEGRATED SYSTEMS C | JPAP04 | 04/14/2022 | SKYWARD HOSTING SERVICES | GENERAL FUND/TECH/SOFTWARE | 8002200032 | 360.00 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|--|---|------------|-----------|
| | | | | | SERVIC/ADMINISTRATIV E TECHNOLOGY SERV | | |
| | | | | | Totals for 83323 | | 360.00 |
| 83325 | JOSTENS INC. | JPAP04 | 04/14/2022 | CARRIE KOEHN JOSTENS GRADUATION STOLES | GENERAL FUND/NON-CAPITAL EQUIPMENT/COUNSELING | 4002200000 | 207.85 |
| | | | | | Totals for 83325 | | 207.85 |
| 83326 | KNOPP, KEVIN | JPAP04 | 04/14/2022 | PIANO TUNING - 2 IN BAND, 2 IN CHOIR ROOM | GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC | 4002200334 | 197.60 |
| 83326 | KNOPP, KEVIN | JPAP04 | 04/14/2022 | PIANO TUNING - 2 IN BAND, 2 IN CHOIR ROOM | GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC | 4002200334 | 197.60 |
| | | | | | Totals for 83326 | | 395.20 |
| 83327 | KOBUSSEN BUSES LTD | JPAP04 | 04/14/2022 | MARCH 2022 BUS CHARGES | GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET | 0 | 47,575.58 |
| 83327 | KOBUSSEN BUSES LTD | JPAP04 | 04/14/2022 | MARCH 2022 BUS CHARGES | GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS | 0 | 2,979.45 |
| 83327 | KOBUSSEN BUSES LTD | JPAP04 | 04/14/2022 | MARCH 2022 BUS CHARGES | GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS | 0 | 655.04 |
| 83327 | KOBUSSEN BUSES LTD | JPAP04 | 04/14/2022 | MARCH 2022 BUS CHARGES | SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP | 0 | 5,282.28 |
| 83327 | KOBUSSEN BUSES LTD | JPAP04 | 04/14/2022 | MARCH 2022 BUS CHARGES | COMMUNITY SERVICE FUND/TRAVEL-CONTRACT ED SERVICE/OTHER COMMUNITY SERVICES | 0 | 697.93 |
| 83327 | KOBUSSEN BUSES LTD | JPAP04 | 04/14/2022 | MARCH 2022 BUS CHARGES | GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS | 0 | 507.74 |
| | | | | | Totals for 83327 | | 57,698.02 |
| 83328 | NASSCO, INC | JPAP04 | 04/14/2022 | MES CUSTODIAL SUPPLIES | GENERAL FUND/GENERAL SUPPLIES/OPERATION | 0 | 1,880.10 |
| | | | | | Totals for 83328 | | 1,880.10 |
| 83329 | REMINGTON'S QUALITY | JPAP04 | 04/14/2022 | FOOD CONTINGENCY | SPECIAL EDUCATION FUND/FOOD/EARLY CHILDHOOD | 272200028 | 15.77 |
| | | | | | Totals for 83329 | | 15.77 |
| 83330 | SCHOOL DISTRICT WEYA | JPAP04 | 04/14/2022 | TRACK MEET | GENERAL FUND/DUES & FEES MEMBRSHIP/FT | 0 | 150.00 |

| CHECK NUMBER | CHECK VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|-----------------------------------|---|-----------|-----------|
| | | | | | Fees/CO-ED TRACK | | |
| | | | | | Totals for 83330 | | 150.00 |
| 83331 | STRANG, PATTESON, RE | JPAP04 | 04/14/2022 | LEGAL FEES | GENERAL | 0 | 2,145.00 |
| | | | | | FUND/PERSONAL SERVICES/LEGAL | | |
| | | | | | Totals for 83331 | | 2,145.00 |
| 83332 | UNIFIRST CORPORATION | JPAP04 | 04/14/2022 | LWHS/MMS MATS & MOPS | GENERAL | 0 | 42.28 |
| | | | | | FUND/CLEANING SERVICES/OPERATION | | |
| 83332 | UNIFIRST CORPORATION | JPAP04 | 04/14/2022 | LWHS/MMS MATS & MOPS | GENERAL | 0 | 31.90 |
| | | | | | FUND/CLEANING SERVICES/OPERATION | | |
| 83332 | UNIFIRST CORPORATION | JPAP04 | 04/14/2022 | MES MATS & MOPS | GENERAL | 0 | 51.32 |
| | | | | | FUND/CLEANING SERVICES/OPERATION | | |
| | | | | | Totals for 83332 | | 125.50 |
| 83333 | WCA GROUP HEALTH TRU | JPAP04 | 04/14/2022 | MAY 2022 HEALTH INSURANCE PREMIUM | GENERAL FUND/WEA TRUST EFF 090115 | 0 | 90,846.42 |
| | | | | | Totals for 83333 | | 90,846.42 |
| 202110174 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | GENERAL FUND/WI RETIREMENT FUND | 0 | 8,894.68 |
| 202110174 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | SPECIAL EDUCATION FUND/WI RETIREMENT FUND | 0 | 1,394.44 |
| 202110174 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | FOOD SERVICE FUND/WI RETIREMENT FUND | 0 | 311.95 |
| 202110174 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | GENERAL FUND/WI RETIREMENT FUND | 0 | 8,894.68 |
| 202110174 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | SPECIAL EDUCATION FUND/WI RETIREMENT FUND | 0 | 1,394.44 |
| 202110174 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | FOOD SERVICE FUND/WI RETIREMENT FUND | 0 | 311.95 |
| | | | | | Totals for 202110174 | | 21,202.14 |
| 202110192 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | GENERAL FUND/WI RETIREMENT FUND | 0 | 8,178.29 |
| 202110192 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | SPECIAL EDUCATION FUND/WI RETIREMENT FUND | 0 | 1,311.57 |
| 202110192 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | FOOD SERVICE FUND/WI RETIREMENT FUND | 0 | 290.36 |
| 202110192 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | COMMUNITY SERVICE FUND/WI RETIREMENT FUND | 0 | 190.45 |
| 202110192 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | GENERAL FUND/WI RETIREMENT FUND | 0 | 8,178.29 |
| 202110192 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | SPECIAL EDUCATION FUND/WI RETIREMENT FUND | 0 | 1,311.57 |
| 202110192 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | FOOD SERVICE FUND/WI RETIREMENT FUND | 0 | 290.36 |
| 202110192 | WISCONSIN RETIREMENT | R9 | 03/28/2022 | Payroll accrual | COMMUNITY SERVICE | 0 | 190.45 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|---------------------------|---|-----------|-----------|
| | | | | | FUND/WI RETIREMENT FUND | | |
| | | | | | Totals for 202110192 | | 19,941.34 |
| 202110208 | DELTA DENTAL OF WISC | JPWI03 | 03/16/2022 | DENTAL CLAIMS | GENERAL FUND/SELF | 0 | 312.00 |
| | | | | | FUND-EMPLOYER SHARE PREMI | | |
| | | | | | Totals for 202110208 | | 312.00 |
| 202110209 | DIVERSIFIED BENEFIT | JPWI03 | 03/18/2022 | HRA CLAIMS | GENERAL FUND/HEALTH INSURANCE | 0 | 331.20 |
| | | | | | Totals for 202110209 | | 331.20 |
| 202110210 | EMPLOYEE BENEFITS CO | JPWI03 | 03/31/2022 | BESTFLEX & HRA ADMIN FEES | GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL | 0 | 122.00 |
| | | | | | Totals for 202110210 | | 122.00 |
| 202110211 | EMPLOYEE BENEFITS CO | JPWI03 | 03/17/2022 | DEPENDENT CARE CLAIM | GENERAL FUND/FLEX PLAN SY21-22 | 0 | 392.00 |
| | | | | | Totals for 202110211 | | 392.00 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 8,382.00 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 1,256.01 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 352.54 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 1,960.34 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 293.76 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 82.44 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 698.00 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FEDERAL INCOME TAX | 0 | 175.47 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | FOOD SERVICE FUND/FEDERAL INCOME TAX | 0 | 45.00 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 36.00 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 9,145.21 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FEDERAL INCOME TAX | 0 | 930.90 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | FOOD SERVICE FUND/FEDERAL INCOME TAX | 0 | 236.14 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/FICA | 0 | 1,960.34 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|-------------------------------------|--|--------------|-----------|
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | (SOCIAL SECURITY) SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 293.76 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 82.44 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 8,382.00 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 1,256.01 |
| 202110213 | INTERNAL REVENUE SER | P9 | 03/31/2022 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 352.54 |
| | | | | | Totals for 202110213 | | 35,920.90 |
| 202110214 | MASSMUTUAL FINANCIAL | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/HARTFORD INS - TSA/ROTH | 0 | 50.00 |
| | | | | | Totals for 202110214 | | 50.00 |
| 202110215 | WEA TAX SHELTERED AN | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/WEA TRUST - TSA/ROTH | 0 | 100.00 |
| 202110215 | WEA TAX SHELTERED AN | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/WEA TRUST - TSA/ROTH | 0 | 150.00 |
| | | | | | Totals for 202110215 | | 250.00 |
| 202110216 | WISCONSIN DEPT OF RE | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/STATE INCOME TAX | 0 | 110.00 |
| 202110216 | WISCONSIN DEPT OF RE | P9 | 03/31/2022 | Payroll accrual | SPECIAL EDUCATION FUND/STATE INCOME TAX | 0 | 5.00 |
| 202110216 | WISCONSIN DEPT OF RE | P9 | 03/31/2022 | Payroll accrual | FOOD SERVICE FUND/STATE INCOME TAX | 0 | 20.00 |
| 202110216 | WISCONSIN DEPT OF RE | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/STATE INCOME TAX | 0 | 4,712.86 |
| 202110216 | WISCONSIN DEPT OF RE | P9 | 03/31/2022 | Payroll accrual | SPECIAL EDUCATION FUND/STATE INCOME TAX | 0 | 564.23 |
| 202110216 | WISCONSIN DEPT OF RE | P9 | 03/31/2022 | Payroll accrual | FOOD SERVICE FUND/STATE INCOME TAX | 0 | 118.62 |
| | | | | | Totals for 202110216 | | 5,530.71 |
| 202110218 | WEA MEMBER BENEFIT T | P9 | 03/31/2022 | Payroll accrual | GENERAL FUND/WEA TRUST ADVANTAGE | 0 | 40.00 |
| | | | | | Totals for 202110218 | | 40.00 |
| 202110219 | DELTA DENTAL OF WISC | JPWI03 | 03/23/2022 | DENTAL CLAIMS | GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI | 0 | 1,304.00 |
| | | | | | Totals for 202110219 | | 1,304.00 |
| 202110220 | EMPLOYEE BENEFITS CO | JPWI03 | 03/24/2022 | FSA CLAIMS | GENERAL FUND/FLEX PLAN SY21-22 | 0 | 80.00 |
| | | | | | Totals for 202110220 | | 80.00 |
| 202110221 | DELTA DENTAL OF WISC | JPWI04 | 03/30/2022 | DENTAL CLAIMS AND ADMINISTRATION | GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI | 0 | 1,145.96 |
| | | | | | Totals for 202110221 | | 1,145.96 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|------------------------|---|--------------|-----------|
| 202110222 | DIVERSIFIED BENEFIT | JPWI04 | 03/29/2022 | HRA CLAIMS | GENERAL FUND/HEALTH INSURANCE | 0 | 93.87 |
| | | | | | Totals for 202110222 | | 93.87 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 9,102.25 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 1,314.62 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 345.91 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 90.83 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 2,128.78 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 307.46 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 80.89 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 21.24 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 698.00 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FEDERAL INCOME TAX | 0 | 225.47 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | FOOD SERVICE FUND/FEDERAL INCOME TAX | 0 | 45.00 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 24.00 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 10,828.08 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FEDERAL INCOME TAX | 0 | 980.11 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | FOOD SERVICE FUND/FEDERAL INCOME TAX | 0 | 214.75 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | COMMUNITY SERVICE FUND/FEDERAL INCOME TAX | 0 | 0.00 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 2,128.78 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 307.46 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL | 0 | 80.89 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|---------------------------------|---|-----------|-----------|
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | SECURITY) COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 21.24 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 9,102.25 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 1,314.62 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 345.91 |
| 202110224 | INTERNAL REVENUE SER | P9 | 04/15/2022 | Payroll accrual | COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 90.83 |
| | | | | | Totals for 202110224 | | 39,799.37 |
| 202110225 | MASSMUTUAL FINANCIAL | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/HARTFORD INS - TSA/ROTH | 0 | 50.00 |
| | | | | | Totals for 202110225 | | 50.00 |
| 202110226 | WEA TAX SHELTERED AN | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/WEA TRUST - TSA/ROTH | 0 | 100.00 |
| 202110226 | WEA TAX SHELTERED AN | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/WEA TRUST - TSA/ROTH | 0 | 150.00 |
| | | | | | Totals for 202110226 | | 250.00 |
| 202110227 | WISCONSIN DEPT OF RE | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/STATE INCOME TAX | 0 | 110.00 |
| 202110227 | WISCONSIN DEPT OF RE | P9 | 04/15/2022 | Payroll accrual | SPECIAL EDUCATION FUND/STATE INCOME TAX | 0 | 5.00 |
| 202110227 | WISCONSIN DEPT OF RE | P9 | 04/15/2022 | Payroll accrual | FOOD SERVICE FUND/STATE INCOME TAX | 0 | 20.00 |
| 202110227 | WISCONSIN DEPT OF RE | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/STATE INCOME TAX | 0 | 5,311.74 |
| 202110227 | WISCONSIN DEPT OF RE | P9 | 04/15/2022 | Payroll accrual | SPECIAL EDUCATION FUND/STATE INCOME TAX | 0 | 572.38 |
| 202110227 | WISCONSIN DEPT OF RE | P9 | 04/15/2022 | Payroll accrual | FOOD SERVICE FUND/STATE INCOME TAX | 0 | 111.02 |
| 202110227 | WISCONSIN DEPT OF RE | P9 | 04/15/2022 | Payroll accrual | COMMUNITY SERVICE FUND/STATE INCOME TAX | 0 | 0.00 |
| | | | | | Totals for 202110227 | | 6,130.14 |
| 202110229 | WEA MEMBER BENEFIT T | P9 | 04/15/2022 | Payroll accrual | GENERAL FUND/WEA TRUST ADVANTAGE | 0 | 40.00 |
| | | | | | Totals for 202110229 | | 40.00 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | GENERAL FUND/TECH/SOFTWARE SERVIC/OFFICE OF SUPERINTENDENT | 0 | 15.81 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | GENERAL FUND/OTHER MISCELLANEOUS/DISTRICT WIDE | 0 | 9.48 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP | GENERAL FUND/OTHER | 0 | 320.23 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|---------------------------------|--|-----------|----------|
| | | | | Invoice. | MISCELLANEOUS/DISTRI | | |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | CT WIDE GENERAL FUND/GENERAL SUPPLIES/ART | 0 | 123.78 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | GENERAL FUND/GENERAL SUPPLIES/ART | 0 | 306.44 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | GENERAL FUND/GENERAL SUPPLIES/ART | 0 | 406.21 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | GENERAL FUND/OTHER MISCELLANEOUS/DISTRI | 0 | 5.00 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | CT WIDE GENERAL FUND/GENERAL SUPPLIES/VOCAL | 0 | 99.85 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | MUSIC GENERAL FUND/GENERAL SUPPLIES/COMMUNITY | 0 | 431.55 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | RELATIONS SPECIAL EDUCATION FUND/EMPLOYEE | 0 | 139.00 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | TRAVEL/INSTRUCTIONAL STAFF TRAINING | 0 | 10.67 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | GENERAL FUND/EMPLOYEE TRAVEL/NON-INSTRUCTI | 0 | 126.99 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | ONAL STAFF TRANIN | 0 | 16.48 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV | 0 | 34.81 |
| 202110230 | BMO MASTERCARD | COCCMA | 03/20/2022 | Credit Card Payment AP Invoice. | E TECHNOLOGY SERV FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL | 0 | |
| | | | | | Totals for 202110230 | | 2,046.30 |
| 202110231 | DELTA DENTAL OF WISC | JPWI04 | 04/13/2022 | DENTAL CLAIMS | GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI | 0 | 444.00 |
| | | | | | Totals for 202110231 | | 444.00 |
| 202110232 | DELTA DENTAL OF WISC | JPWI04 | 04/06/2022 | DENTAL CLAIMS | GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI | 0 | 1,318.60 |
| | | | | | Totals for 202110232 | | 1,318.60 |
| 202110233 | DIVERSIFIED BENEFIT | JPWI04 | 04/19/2022 | HRA CLAIMS | GENERAL FUND/HEALTH INSURANCE | 0 | 91.38 |
| | | | | | Totals for 202110233 | | 91.38 |
| 202110234 | DIVERSIFIED BENEFIT | JPWI04 | 04/12/2022 | HRA CLAIMS | GENERAL FUND/HEALTH INSURANCE | 0 | 124.05 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|---|--|----------------------|------------|
| | | | | | | Totals for 202110234 | 124.05 |
| 202110235 | EMPLOYEE BENEFITS CO | JPWI04 | 04/14/2022 | FSA CLAIMS, DEPENDENT CARE & UNCOVERED MEDICAL | GENERAL FUND/FLEX PLAN SY21-22 | 0 | 202.00 |
| 202110235 | EMPLOYEE BENEFITS CO | JPWI04 | 04/14/2022 | FSA CLAIMS, DEPENDENT CARE & UNCOVERED MEDICAL | EMPLOYEE BENIFIT TRUST FUND/OTHER ADJUSTMENTS/ADJUSTMENTS & REFUNDS | 0 | 500.00 |
| | | | | | | Totals for 202110235 | 702.00 |
| 202110236 | EMPLOYEE BENEFITS CO | JPWI04 | 04/07/2022 | FSA CLAIMS | GENERAL FUND/FLEX PLAN SY21-22 | 0 | 102.64 |
| | | | | | | Totals for 202110236 | 102.64 |
| 212200196 | CONNOLLY, JANINE | JPAP04 | 04/08/2022 | STUDENT TRANSPORTATION FROM & TO MENASHA | SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP | 0 | 776.06 |
| | | | | | | Totals for 212200196 | 776.06 |
| 212200197 | DRATH, RONALD | JPAP04 | 04/12/2022 | VARSIY BASEBALL OFFICIAL ON 4/11/22 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL | 0 | 80.00 |
| | | | | | | Totals for 212200197 | 80.00 |
| 212200198 | NILLISSEN, TERRY | JPAP04 | 04/12/2022 | VARSIY SOFTBALL OFFICIAL ON 4/11/22 VS BOWLER/GRESHAM | GENERAL FUND/PERSONAL SERVICES/GIRLS SOFTBALL | 0 | 100.00 |
| | | | | | | Totals for 212200198 | 100.00 |
| 212200199 | TOMLINSON, JACK | JPAP04 | 04/12/2022 | VARSIY BASEBALL OFFICIAL ON 4/11/22 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL | 0 | 80.00 |
| | | | | | | Totals for 212200199 | 80.00 |
| 212200200 | ZAGZEBSKI, PETER | JPAP04 | 04/12/2022 | VARSIY SOFTBALL OFFICIAL ON 4/11/22 VS BOWLER/GRESHAM | GENERAL FUND/PERSONAL SERVICES/GIRLS SOFTBALL | 0 | 100.00 |
| | | | | | | Totals for 212200200 | 100.00 |
| 212200201 | BORTLE, SARAH | JPAP04 | 04/14/2022 | FOOD FOR SOLO/ENSEMBLE JUDGES & PIANO ACCOMPANIST | GENERAL FUND/FOOD/VOCAL MUSIC | 0 | 35.62 |
| | | | | | | Totals for 212200201 | 35.62 |
| 212200202 | BRUNNER, GEN | JPAP04 | 04/14/2022 | Class supplies | GENERAL FUND/GENERAL SUPPLIES/SCIENCE | 4002200316 | 59.39 |
| | | | | | | Totals for 212200202 | 59.39 |
| 212200203 | BURKHART, ALICIA | JPAP04 | 04/14/2022 | 2ND GRADE TEACHERS PAY TEACHERS CONTINGENCY | GENERAL FUND/OTHER MEDIA/UNDIFFERENTIATED CURRICULUM | 1012200021 | 85.99 |
| | | | | | | Totals for 212200203 | 85.99 |
| | | | | | | Totals for checks | 378,710.05 |

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|-----------------------------|----------------------|----------------|----------------|--------------|
| 10 | GENERAL FUND | 209,352.23 | 500.00 | 117,300.06 | 327,152.29 |
| 27 | SPECIAL EDUCATION FUND | 15,214.28 | 0.00 | 18,647.50 | 33,861.78 |
| 50 | FOOD SERVICE FUND | 3,738.71 | 0.00 | 12,154.30 | 15,893.01 |
| 73 | EMPLOYEE BENIFIT TRUST FUND | 0.00 | 0.00 | 500.00 | 500.00 |
| 80 | COMMUNITY SERVICE FUND | 605.04 | 0.00 | 697.93 | 1,302.97 |
| *** | Fund Summary Totals *** | 228,910.26 | 500.00 | 149,299.79 | 378,710.05 |

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

| Name | Reference | Trans Date | Description | Post Date | Amount |
|------|-----------|------------|--|------------|-----------|
| | | 03/04/2022 | MMS YEARBOOK | 03/04/2022 | 14.00 |
| | | | Totals for 15836 | | 14.00 |
| | | 03/04/2022 | CHROMEBOOK FINES | 03/04/2022 | 30.00 |
| | | | Totals for 15837 | | 30.00 |
| | | 03/04/2022 | DISTRICT FEE | 03/04/2022 | 10.00 |
| | | | Totals for 15838 | | 10.00 |
| | | 03/04/2022 | INSTRUMENT FEE | 03/04/2022 | 30.00 |
| | | | Totals for 15839 | | 30.00 |
| | | 03/04/2022 | HS YEARBOOK | 03/04/2022 | 55.00 |
| | | | Totals for 15840 | | 55.00 |
| | | 03/04/2022 | CHROMEBOOK FINES | 03/04/2022 | 25.00 |
| | | | Totals for 15841 | | 25.00 |
| | | 03/04/2022 | CHROMEBOOK FINES | 03/04/2022 | 5.00 |
| | | | Totals for 15842 | | 5.00 |
| | | 03/04/2022 | FVTC RETURNED SCHOLARSHIP MONEY FROM MER | 03/04/2022 | 784.25 |
| | | | Totals for 15846 | | 784.25 |
| | | 03/04/2022 | CESA #5 EEN CATEGORICAL AID PAYMENT | 03/04/2022 | 1,285.41 |
| | | | Totals for 15847 | | 1,285.41 |
| | | 03/04/2022 | MUKWA | 03/04/2022 | 25,130.03 |
| | | | Totals for 15848 | | 25,130.03 |
| | | 03/04/2022 | CASH DEPOSITED FOR HUNTER SUEHS, CHECK M | 03/04/2022 | 5.80 |
| | | | Totals for 15849 | | 5.80 |
| | | 03/04/2022 | MES YEARBOOK | 03/04/2022 | 976.25 |
| | | | Totals for 15850 | | 976.25 |
| | | 03/04/2022 | MES FOOD SERVICE FOR WEEK OF 2/28 TO 3/4 | 03/04/2022 | 295.00 |
| | | | Totals for 15851 | | 295.00 |
| | | 03/04/2022 | WORK PERMIT | 03/04/2022 | 10.00 |
| | | | Totals for 15852 | | 10.00 |
| | | 03/04/2022 | STUDENT COUNCIL | 03/04/2022 | 260.00 |
| | | | Totals for 15853 | | 260.00 |
| | | 03/04/2022 | ART TEAM | 03/04/2022 | 178.00 |
| | | | Totals for 15856 | | 178.00 |
| | | 03/04/2022 | FOOD SERVICE FOR WEEK ENDING 3/4 | 03/04/2022 | 503.50 |
| | | | Totals for 15857 | | 503.50 |
| | | 03/04/2022 | REGIONAL BBB GAME | 03/04/2022 | 1,359.00 |
| | | | Totals for 15858 | | 1,359.00 |
| | | 03/04/2022 | FOR WEEK ENDING 3/4/22 | 03/04/2022 | 941.50 |
| | | | Totals for 15859 | | 941.50 |
| | | 03/07/2022 | BREAKFAST AID | 03/07/2022 | 10,096.98 |
| | | | Totals for 14256 | | 10,096.98 |
| | | 03/07/2022 | NATIONAL SCHOOL LUNCH AID | 03/07/2022 | 28,127.81 |
| | | | Totals for 14257 | | 28,127.81 |
| | | 03/07/2022 | COMMODITY CHARGES | 03/07/2022 | -794.57 |
| | | | Totals for 14258 | | -794.57 |
| | | 03/14/2022 | BREAKFAST AID PAY | 03/14/2022 | 10,011.01 |
| | | | Totals for 15843 | | 10,011.01 |
| | | 03/14/2022 | LUNCH AID PAY | 03/14/2022 | 27,032.81 |
| | | | Totals for 15844 | | 27,032.81 |
| | | 03/18/2022 | COMMUNITY COUNTRY DINNER SHOW SCHOLARSHI | 03/18/2022 | 500.00 |
| | | | Totals for 15869 | | 500.00 |
| | | 03/18/2022 | COMMUNITY COUNTRY DINNER SHOW DONATION T | 03/18/2022 | 250.00 |
| | | | Totals for 15870 | | 250.00 |
| | | 03/18/2022 | COMMUNITY COUNTRY DINNER SHOW DONATION T | 03/18/2022 | 250.00 |

| Name | Reference | Trans Date | Description | Post Date | Amount |
|------|-----------|------------|--|------------|-----------|
| | | | Totals for 15871 | | 250.00 |
| | | 03/18/2022 | DHS MEDICAID PAYMENT | 03/18/2022 | 4,204.40 |
| | | | Totals for 15872 | | 4,204.40 |
| | | 03/18/2022 | MES FOOD SERVICE FOR 3/7 TO 3/18 | 03/18/2022 | 147.50 |
| | | | Totals for 15873 | | 147.50 |
| | | 03/18/2022 | MES YEARBOOK SALES | 03/18/2022 | 96.25 |
| | | | Totals for 15874 | | 96.25 |
| | | 03/18/2022 | 6TH GRADE | 03/18/2022 | 260.00 |
| | | | Totals for 15875 | | 260.00 |
| | | 03/18/2022 | 7TH GRADE | 03/18/2022 | 425.00 |
| | | | Totals for 15876 | | 425.00 |
| | | 03/18/2022 | 8TH GRADE | 03/18/2022 | 240.00 |
| | | | Totals for 15877 | | 240.00 |
| | | 03/18/2022 | STUDENT COUNCIL - SHAKES AND T-SHIRTS | 03/18/2022 | 265.00 |
| | | | Totals for 15878 | | 265.00 |
| | | 03/18/2022 | WASHINGTON DC | 03/18/2022 | 500.00 |
| | | | Totals for 15879 | | 500.00 |
| | | 03/18/2022 | FFA DONATION FROM RENE LEHMAN | 03/18/2022 | 500.00 |
| | | | Totals for 15880 | | 500.00 |
| | | 03/18/2022 | FOOD SERVICE FOR WEEK OF 3/7 TO 3/18 | 03/18/2022 | 1,327.00 |
| | | | Totals for 15881 | | 1,327.00 |
| | | 03/18/2022 | MS ATHLETIC FEE | 03/18/2022 | 30.00 |
| | | | Totals for 15882 | | 30.00 |
| | | 03/18/2022 | HS ATHLETIC FEE | 03/18/2022 | 120.00 |
| | | | Totals for 15883 | | 120.00 |
| | | 03/18/2022 | DISTRICT FEE | 03/18/2022 | 93.00 |
| | | | Totals for 15884 | | 93.00 |
| | | 03/18/2022 | INSTRUMENT FEE | 03/18/2022 | 12.00 |
| | | | Totals for 15885 | | 12.00 |
| | | 03/18/2022 | PARKING FEE | 03/18/2022 | 15.00 |
| | | | Totals for 15886 | | 15.00 |
| | | 03/18/2022 | MS YEARBOOK FEE | 03/18/2022 | 14.00 |
| | | | Totals for 15887 | | 14.00 |
| | | 03/18/2022 | CLASS OF 2023 | 03/18/2022 | 20.00 |
| | | | Totals for 15888 | | 20.00 |
| | | 03/18/2022 | CLASS OF 2024 | 03/18/2022 | 15.00 |
| | | | Totals for 15889 | | 15.00 |
| | | 03/21/2022 | SPED AID | 03/21/2022 | 29,947.00 |
| | | | Totals for 15845 | | 29,947.00 |
| | | 03/25/2022 | DISTRICT FEE | 03/25/2022 | 20.00 |
| | | | Totals for 15890 | | 20.00 |
| | | 03/25/2022 | PASS | 03/25/2022 | 5.00 |
| | | | Totals for 15891 | | 5.00 |
| | | 03/25/2022 | HS YEARBOOK | 03/25/2022 | 116.00 |
| | | | Totals for 15892 | | 116.00 |
| | | 03/25/2022 | CHROMEBOOK FEE | 03/25/2022 | 30.00 |
| | | | Totals for 15893 | | 30.00 |
| | | 03/25/2022 | CAPP ENGLISH CLASSES | 03/25/2022 | 300.00 |
| | | | Totals for 15894 | | 300.00 |
| | | 03/25/2022 | HS FOOD SERVICE FOR WEEK OF 3/21 TO 25 | 03/25/2022 | 929.00 |
| | | | Totals for 15895 | | 929.00 |
| | | 03/25/2022 | MS YEARBOOK | 03/25/2022 | 14.00 |
| | | | Totals for 15896 | | 14.00 |

| Name | Reference | Trans Date | Description | Post Date | Amount |
|------|-----------|------------|--|------------|--------------|
| | | 03/25/2022 | CHROMEBOOK CHARGES | 03/25/2022 | 140.00 |
| | | | Totals for 15897 | | 140.00 |
| | | 03/25/2022 | CLASS OF 2026 | 03/25/2022 | 5.00 |
| | | | Totals for 15898 | | 5.00 |
| | | 03/25/2022 | BAND - ST PATRICKS DAY PARADE WINNINGS | 03/25/2022 | 500.00 |
| | | | Totals for 15899 | | 500.00 |
| | | 03/25/2022 | STUDENT COUNCIL SHAKE SALE | 03/25/2022 | 95.50 |
| | | | Totals for 15900 | | 95.50 |
| | | 03/28/2022 | EQUALIZATION AID | 03/28/2022 | 1,196,413.00 |
| | | | Totals for 15901 | | 1,196,413.00 |
| | | 03/28/2022 | PER PUPIL AID | 03/28/2022 | 491,946.00 |
| | | | Totals for 15902 | | 491,946.00 |
| | | 03/28/2022 | NSL (SUPPLY CHAIN THING) AID | 03/28/2022 | 14,464.88 |
| | | | Totals for 15903 | | 14,464.88 |
| | | 03/29/2022 | FITNESS CENTER MEMBERSHIPA | 03/29/2022 | 780.00 |
| | | | Totals for 15904 | | 780.00 |
| | | 03/29/2022 | MS WRESTLING MATCH PAYMENT FROM: WITTENB | 03/29/2022 | 120.00 |
| | | | Totals for 15905 | | 120.00 |
| | | 03/29/2022 | CATERING FOR DR. OPPOR - BIRTHDAY PARTY | 03/29/2022 | 465.52 |
| | | | Totals for 15906 | | 465.52 |
| | | 03/29/2022 | FOOD SERVICE FOR WEEK OF 3/21 TO 3/28 | 03/29/2022 | 430.00 |
| | | | Totals for 15907 | | 430.00 |
| | | 03/29/2022 | FEE | 03/29/2022 | 30.00 |
| | | | Totals for 15908 | | 30.00 |
| | | 03/29/2022 | CHROMEBOOK CHARGES | 03/29/2022 | 65.00 |
| | | | Totals for 15909 | | 65.00 |
| | | 03/31/2022 | MONTHLY INTEREST FROM MONEY MARKET ACCOU | 03/31/2022 | 0.04 |
| | | | Totals for 13797 | | 0.04 |
| | | 03/31/2022 | TO RECORD MONTHLY INTEREST FOR STUDENT A | 03/31/2022 | 4.18 |
| | | | Totals for 13798 | | 4.18 |
| | | 03/31/2022 | MONTHLY INTEREST FOR GENERAL FUND CHECKI | 03/31/2022 | 190.47 |
| | | | Totals for 14032 | | 190.47 |
| | | | Total for Cash Receipts | | 1,852,666.52 |

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 | 1,718,154.84 | 0.00 | 1,718,154.84 |
| 21 | Special Revenue Trust Fund | 0.00 | 4,282.68 | 784.25 | 5,066.93 |
| 27 | SPECIAL EDUCATION FUND | 0.00 | 35,436.81 | 0.00 | 35,436.81 |
| 50 | FOOD SERVICE FUND | 4,573.50 | 90,199.01 | -794.57 | 93,977.94 |
| 80 | COMMUNITY SERVICE FUND | 0.00 | 30.00 | 0.00 | 30.00 |
| *** | Fund Summary Totals *** | 4,573.50 | 1,848,103.34 | -10.32 | 1,852,666.52 |

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

School District of Manawa Field Trip/Transportation Permit Form

Field Trip Permit Forms must be submitted at least two weeks in advance. School day trips must return to school no later than 2:45 p.m. to coordinate with dismissal and bussing schedules.

Reminder – Overnight and Water Related trips require BOE approval. Plan approval at least two months in advance.

Trip Name MS 4th Quarter PBIS Event Grade/Class Middle School
 Teacher/Coach (responsible for trip) MS Core teachers (TBD) Cell # _____
 Date(s) of trip June 2 to _____

Destination and Address: Mt. Olympus Water Park 655 N. Frontage Rd
 Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip? yes no
PBIS Reward trip for 6-8 graders who met 4th Qtr. expectations 8:00 AM - 6:00 PM (Approx.)

Purpose of trip (include curriculum guide learner outcome or competency references):

No. of Students 90-100 No. of Teachers 3-4 No. of Chaperones — GROUP TOTAL 93-104
 Departure time 8:00 AM Return time 6:00 PM Total hours 10 No. of Buses 2
 Start (pick up) point MMS Return (drop off) point MMS
 Require wheel chair accessible bus No

FIELD TRIP COSTS (NO student participation fee can be required without prior Board of Education approval.)

Non-transportation costs (Planner completes for all field trips)

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.) A. \$ TBD
 FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

B. Per pupil student-paid miscellaneous costs B. \$ 20

C. Lunch plans (check all that apply)
 Students will bring a sack lunch from home
 Food service staff will prepare box lunches
 Lunch will be purchased at site of field trip
 Not applicable _____
All options will be given to students

NOTE: ALL PARTICIPANT FIELD TRIP FEES ARE TO BE PAID TO THE SCHOOL/DISTRICT PRIOR TO THE TRIP.

Staff member(s) responsible for administering medication to students: Casey Johnson

APPROVED Dan Waygram DATE 4/22/22
 Principal

- Forms Distribution:
- Kobussen Buses LTD.
 - District Nurse
 - Business Manager
 - School Office
 - Activities Director (as applicable)

D. TRANSPORTATION: (Complete all that apply.)

School Van – Call LWHS/MMS to reserve van. **Reservation completed by:** _____

Private Vehicles – Provide the information for each driver as noted in the table below.

Private vehicle data submitted by: _____

Principal confirms submission of required documents to District Office: _____

Bussing costs (To be completed by Kobussen)

Total transportation charge: \$ _____

Transportation paid by SDM account: (To be completed by Principal)

FD 10 E LOC 400 OBJ 341 FUNCTION 256 PROJ 770

Transportation paid by other organization name and address:

Transportation Request Directions

The following information is provided to ensure a consistent and clear process when transportation services are needed for a school trip.

1. Staff member completes the Field Trip / Transportation Permit Form and submits it to the building principal. Be sure that all applicable sections of the form are filled out in detail.
2. The building principal will review and approve/deny the trip and proceed as follows:

| Bussing – Kobussen | School Van | Personal Vehicles |
|---|--|--|
| A copy of the form will be forwarded to Mrs. Thompson @ MES and Mrs. Koehn @ LWHS/MMS for all trips requiring bussing services. Mrs. Thompson and Mrs. Koehn will be the point of contact with Kobussen for all trip arrangements. Please contact Mrs. Tohm for all athletic trips/bussing inquiries. | A copy of the form will be forwarded to Mrs. Koehn, when the district van is being reserved. | Submit a copy of the following to District Office: <ul style="list-style-type: none">• Valid Wisconsin driver's license. Driver must be at least 21 yrs. old.• Certification of insurance for at least the minimum required by Wisconsin law.• Vehicle inspection report from a certified auto dealership or service center. |
| Kobussen will build the trip and provide the quote for transportation. | Mrs. Koehn will enter the reservation on the District Vehicle shared Google calendar. | Verify vehicle has the proper number of safety belts for the number of passengers per state law. |
| Both the principal and staff trip organizer must approve the transportation quote. | On the day before or day of the trip, vehicle keys can be checked out of the high school office. | Verify that the vehicle has a first aid kit. |
| Kobussen will receive confirmation of an accepted quote from Mrs. Thompson, Mrs. Koehn, and Mrs. Tohm and will book the trip | Complete the Vehicle Usage Form. Return the completed report, gas credit card, and vehicle key to Carrie Koehn. Send the completed form with any receipts to the Business Manager following each trip. | |

School District of Manawa Field Trip/Transportation Permit Form

Field Trip Permit Forms must be submitted at least two weeks in advance. School day trips must return to school no later than 2:45 p.m. to coordinate with dismissal and bussing schedules.

Reminder – Overnight and Water Related trips require BOE approval. Plan approval at least two months in advance.

Trip Name End of Year Trip / Assessment Grade/Class 9-12 / SPED
 Teacher/Coach (responsible for trip) Beth Trice Cell # 920.750.3247
 Date(s) of trip 5-19-22 to 5-19-22

Destination and Address: Mt. Olympus: 655 N. Frontage Road Wisconsin Dells, WI 53965

Itinerary of trip (attach sheets as necessary): **Is this an overnight or water related trip?** yes no

Leave LWHS at 8am arrive at waterpark at 10am. 2 hours of waterpark usage and then lunch at the park before coming back to LWHS. Arrives back about 3pm.

Purpose of trip (include curriculum guide learner outcome or competency references):

Final assessment of using money in a real life setting. Each student will be given \$15 to enter the park, eat lunch, and use concessions.

No. of Students 10 No. of Teachers 3 No. of Chaperones 0 GROUP TOTAL 13

Departure time 8am Return time 3pm Total hours 7 No. of Buses 0

Start (pick up) point LWHS Return (drop off) point LWHS

Require wheel chair accessible bus No

FIELD TRIP COSTS (NO student participation fee can be required without prior Board of Education approval.)

Non-transportation costs (Planner completes for all field trips)

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.) A. \$ 183.00
 FD 27E LOC 400 OBJ 943 FUNCTION 158 PROJ 000 019

B. Per pupil student-paid miscellaneous costs B. \$ 0

C. Lunch plans (check all that apply)

- Students will bring a sack lunch from home _____
- Food service staff will prepare box lunches _____
- Lunch will be purchased at site of field trip X _____
- Not applicable _____

| | |
|-------------------------|------------------|
| <u>10 x 15 Students</u> | <u>150</u> |
| <u>11 x 3 Adults</u> | <u>33</u> |
| | <u>\$ 183.00</u> |

NOTE: ALL PARTICIPANT FIELD TRIP FEES ARE TO BE PAID TO THE SCHOOL/DISTRICT PRIOR TO THE TRIP.

Staff member(s) responsible for administering medication to students Beth Trice

APPROVED Daniel F. Waygram DATE 4/21/22
 Principal

- Forms Distribution:
- Kobussen Buses LTD.
 - District Nurse
 - Business Manager
 - School Office
 - Activities Director (as applicable)

D. TRANSPORTATION: (Complete all that apply.)

School Van – Call LWHS/MMS to reserve van. **Reservation completed by:** _____

Private Vehicles – Provide the information for each driver as noted in the table below.

Private vehicle data submitted by: _____

Principal confirms submission of required documents to District Office: _____

Bussing costs (To be completed by Kobussen)

Total transportation charge: \$ _____

Transportation paid by SDM account: (To be completed by Principal)

FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

Transportation paid by other organization name and address:

Transportation Request Directions

The following information is provided to ensure a consistent and clear process when transportation services are needed for a school trip.

1. Staff member completes the Field Trip / Transportation Permit Form and submits it to the building principal. Be sure that all applicable sections of the form are filled out in detail.
2. The building principal will review and approve/deny the trip and proceed as follows:

| Bussing – Kobussen | School Van | Personal Vehicles |
|---|--|--|
| A copy of the form will be forwarded to Mrs. Thompson @ MES and Mrs. Koehn @ LWHS/MMS for all trips requiring bussing services. Mrs. Thompson and Mrs. Koehn will be the point of contact with Kobussen for all trip arrangements. Please contact Mrs. Tohm for all athletic trips/bussing inquiries. | A copy of the form will be forwarded to Mrs. Koehn, when the district van is being reserved. | Submit a copy of the following to District Office: <ul style="list-style-type: none">• Valid Wisconsin driver's license. Driver must be at least 21 yrs. old.• Certification of insurance for at least the minimum required by Wisconsin law.• Vehicle inspection report from a certified auto dealership or service center. |
| Kobussen will build the trip and provide the quote for transportation. | Mrs. Koehn will enter the reservation on the District Vehicle shared Google calendar. | Verify vehicle has the proper number of safety belts for the number of passengers per state law. |
| Both the principal and staff trip organizer must approve the transportation quote. | On the day before or day of the trip, vehicle keys can be checked out of the high school office. | Verify that the vehicle has a first aid kit. |
| Kobussen will receive confirmation of an accepted quote from Mrs. Thompson, Mrs. Koehn, and Mrs. Tohm and will book the trip | Complete the Vehicle Usage Form. Return the completed report, gas credit card, and vehicle key to Carrie Koehn. Send the completed form with any receipts to the Business Manager following each trip. | |

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 | 6 | |
| 4K .6 | 23 | 32 | 31 | 31 | 31 | 32 | 32 | 32 | 31 | 31 | 31 | |
| Kdg | 32 | 24 | 24 | 25 | 25 | 26 | 26 | 25 | 26 | 26 | 26 | |
| 1 | 33 | 31 | 31 | 32 | 32 | 32 | 32 | 32 | 32 | 32 | 32 | |
| 2 | 28 | 35 | 35 | 35 | 34 | 34 | 34 | 34 | 34 | 33 | 33 | |
| 3 | 57 | 26 | 26 | 26 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | |
| 4 | 32 | 59 | 59 | 59 | 58 | 58 | 58 | 58 | 58 | 57 | 57 | |
| 5 | 29 | 32 | 32 | 32 | 33 | 33 | 33 | 33 | 33 | 33 | 32 | |
| 6 | 49 | 33 | 33 | 33 | 34 | 34 | 34 | 34 | 32 | 32 | 33 | |
| 7 | 34 | 50 | 50 | 50 | 51 | 51 | 51 | 52 | 52 | 52 | 52 | |
| 8 | 40 | 33 | 33 | 34 | 33 | 33 | 33 | 33 | 32 | 32 | 32 | |
| 9 | 60 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 50 | 50 | 50 | |
| 10 | 59 | 59 | 59 | 58 | 57 | 56 | 56 | 56 | 56 | 56 | 55 | |
| 11 | 50 | 59 | 59 | 59 | 59 | 59 | 59 | 59 | 57 | 57 | 57 | |
| 12 | 64 | 52 | 52 | 53 | 53 | 53 | 53 | 52 | 55 | 56 | 55 | |
| Students Enrolled | 594 | 578 | 577 | 580 | 580 | 581 | 581 | 580 | 578 | 578 | 576 | 0 |
| Less OE IN (non-resident) | -16 | -21 | -21 | -21 | -21 | -27 | -27 | -27 | -27 | -28 | -27 | |
| Plus OE OUT (resident) | 90 | 90 | 90 | 90 | 92 | 92 | 92 | 92 | 94 | 95 | 94 | |
| Less Tuition Sharing | -1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Students in CESA Program | -2 | -2 | -2 | -2 | -2 | -2 | -2 | -2 | -1 | -1 | -1 | |
| Total Resident Count | 665 | 645 | 644 | 647 | 649 | 646 | 646 | 645 | 645 | 645 | 643 | 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.



Students choosing to excel; realizing their strengths.

To: Board of Education – Buildings & Grounds Committee
From: Dr. Melanie J. Oppor
Date: April 12, 2022
Re: Recommendation for Long Jump/Triple Jump Runways

The purpose of this memo is to recommend that the Manawa Board of Education approve the Long Jump/Triple Jump Dual Runways abutting one another on a single concrete slab. Further, it is recommended that the Manawa Board of Education divert \$9,569 from the unused 2021-22 snow removal budget added to the donated funds of the Manawa Athletic Booster Club to pay for the complete project.

Rationale:

- Per Fisher Track, 99% of runways are designed abutting one another.
- Having two separate runways with some sort of material between can lead to more chances for debris to get onto the runway which could cause injuries to athletes or damage the surface of the runway.
- If the existing sandpits are not retrofitted to 23', the WIAA may not be able to sanction the SDM hosting Track and Field events in the future as per WIAA Track & Field expert Kate Peterson Abiad. (It would be permitted presently.)
- Runways constructed after 2019 must adhere to the new National Federation of State High School Associations (NFHS) for the longer 23' sandpits.

The cost breakdown for this project is as follows:

| <i>Vendor</i> | <i>Cost</i> |
|--|------------------|
| Fisher Track – resurfacing existing track & runway | \$126,687 |
| Fisher Track – resurfacing newly installed runway (11' X 146') | \$4,360 |
| Spiegelberg – concrete work for added runway (11' X 146'); retrofitting existing sandpits to 23' | \$18,522 |
| Total for Complete Project | \$149,569 |
| Donation from Manawa Athletic Booster Club | \$140,000 |
| Difference Paid by SDM | \$9,569 |

The Buildings & Grounds 2021-22 snow removal budget currently has \$24,703.85 remaining in that line item.



BID PROPOSAL

DATE: April 11, 2022

TO: Dr. Melanie Oppor
District Administrator
School District of Manawa

PROJECT: High School Track
(New Long/Triple Jump Runway)

BID INCLUDES

Application of a black **FT Poly Mat 5K** – a cast-in-place, durable, resilient, all-weather, running track surface consisting of polyurethane bound rubber base mat. The thickness of the rubber surface shall be 13mm.

Materials, equipment and installation by Fisher Tracks, Inc.

Bid includes the application to the 11' x 146' new long/triple jump runway

***FT POLY MAT 5K PRICE: -----\$4,360.00**

***Price is based on installation performed in conjunction with track surfacing project.**

Notes:

1. Add 1% if Fisher Tracks, Inc. is to provide a performance bond.
2. Bid is based on a 2022 installation.
3. Price does not include sales or use tax if applicable
4. Fisher Tracks, Inc is a member of the America Sports Builders Association and has (3) Certified Track Builders on staff.

BY:


Darin Olofson, CTB
Track Consultant
Fisher Tracks, Inc.



Fisher Tracks, Inc.
1192 235th Street • Boone, IA 50036
800-432-3191 • 515-432-3191 • FAX 515-432-3193
www.fishertracks.com





E5750 Hwy 54
 Weyauwega WI 54983
 Office: 920.596.2610
 Scott Spiegelberg: 920.538.0642
 Jordan Spiegelberg: 920.538.0392
www.spiegelberginc.com

Date: 4/11/2022 Project: Long Jump Runway & 2 Pits
 Customer: Melanie Oppor mopper@manawaschools.org Description: 11' x 146' Runway
 Contact: Patric 608-434-3573 Location: Manawa

| Qty | Finished Concrete Work | Cost | Total |
|------|--|------|---------------------|
| 0 | Sq. ft. of 4" Interior Flatwork, cost to Pour and Power Trowel Finish | | |
| 0 | Sq. ft. of 4" Exterior Flatwork, cost to Pour and Broom Finish | | |
| 1606 | Sq. ft. of 4" Exterior Flatwork, cost to Pour and Broom Finish (11' x 146' runway) | | |
| 0 | Sq.ft. of 4" Exterior Flatwork, cost to Pour and Stamp Concrete | | |
| 25 | Cost per yard of concrete (#4000 PSI) for flatwork | | |
| 0 | Cost per yard of concrete (#4000 PSI 6 bag Special Finishing Mix) | | |
| 5 | Cost Per Concrete Truck, Fuel Surcharge Allowance. | | |
| 0 | Concrete Winter Heat Charge Allowance (Concrete poured Nov. 1 to April 1) | | |
| 0 | Color for Concrete allowance (\$15 - \$100 yard) | | |
| 0 | Cost per Cement Truck to wash out from colored concrete. | | |
| 0 | Concrete Pump Allowance Per Yard | | |
| 0 | Concrete Power Buggy Allowance | | |
| 0 | Ft. of 10" x 20" Perimeter Grade Beam with Continuous Runs of #4 Rebar | | |
| 0 | Ft. of 8" x 4' Frost Wall and Footing | | |
| 124 | Ft. of 12" x 12" Curb (extend existing pit and make new 23' long) | | |
| | Extras: | | |
| 0 | 4" x 6' Galvanized Guard Post Installed | | |
| 0 | 6 5/8" x 6'8" Steel Guard Post Installed and Filled With Concrete | | |
| 0 | Sq. Ft. of TK AS-1 Cure and Seal, Interior Sealer Installed | | |
| 0 | Sq. Ft. of TK 26UV Cure and Seal, Exterior Sealer Installed | | |
| 0 | Sheets of 2" Foam Insulation for under Floor (by) | | |
| 0 | Sheets of 2" Foam Insulation for Perimeter of Foundation (by) | | |
| 0 | Sq. Ft. of Vapor Barrier Installed | | |
| 0 | Lf. Ft. of Expansion Joint | | |
| 0 | Ft. of Polymar Trench Drain Allowance (Plumbing by Plumber) | | |
| 1 | Excavation Work Allowance | | |
| 0 | Concrete Disposal / Hauling Allowance | | |
| 2 | Loads of Gravel Allowance | | |
| 1 | Job Setup / Travel | | |
| | Reinforcement Options: | | |
| 0 | Cost per sq. ft. for 10 Gauge Wire Mesh | | |
| 0 | Cost per sq. ft. for 6 gauge Wire Mesh sheets | | |
| 0 | Cost per sq. ft. for #4 rebar 36" OC tied | | |
| 0 | Cost per sq. ft. for #3 rebar 24" OC tied | | |
| 0 | Cost per sq. ft. for #4 rebar 24" OC tied | | |
| 0 | Cost per sq. ft. for #4 rebar 18" OC tied | | |
| 25 | Cost per yard for 1.5 lbs. Forta Fiber | | |
| 0 | Cost per yard for 3 lbs. Forta Fiber | | |
| 800 | Cost per ft of extra rebar installed | | |
| | Project Total | | \$ 18,522.00 |

Note:

Owner is responsible for all excavation, digging, backfilling and fill compacted in place
 There must be a accessible driveway for concrete pump and trucks for pouring.
 Our Proposal Includes Fine Grading The Site To Ensure Uniform and Consistent Concrete Thickness

For A Job Done Right!

BOARD VACANCY

The Board of Education of the School District of Manawa is seeking to fill a Board vacancy from Zone 3 - Town of Union/Town of Helvetia to fill a term until April 2023. Any interested person residing in the Town of Union or Town of Helvetia should send a letter of interest to the District Administrator by May 6, 2022, at 800 Beech Street, Manawa, WI 54949 or an email to Dr. Melanie Oppor, District Administrator at moppor@manawaschools.org.

Interested persons should anticipate an interview with the Board of Education at the regular Board Meeting on May 16, 2022 at 7:00 p.m. in the Board Room at the Manawa Elementary School, at 800 Beech Street, Manawa. If anyone has questions regarding this position, they may contact the District Office at 920-596-2525.



| | |
|--------------|--------------------------------------|
| Book | Policy Manual |
| Section | 2000 Program |
| Title | Copy of ENGLISH LANGUAGE PROFICIENCY |
| Code | po2260.02 - Revise Name - TC |
| Status | Second Reading |
| Adopted | October 17, 2016 |
| Last Revised | January 17, 2022 |

2260.02 - **ENGLISH LANGUAGE PROFICIENCY**

The Board recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of English Learner (EL) students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration, and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The District Administrator or designee shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before March 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of EL students to the Department of Public Instruction as required by law.

Assessing English Proficiency

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as ELs will be identified by the District using the following process:

- A. Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey.
- B. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.
- C. If deemed appropriate, the student may undergo an academic assessment to confirm identification.

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.

Students identified above must be given the formal evaluation screening test. Students that score less than English language proficiency ELP 5 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

The District will provide programs for ELs/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

Parental Notification and Consent

If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

No student will be placed in the EL Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in their native language. Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to compete with mainstream English language speakers, as identified below, and the student may exit the program.

The EL student's English proficiency assessment records shall be maintained by the District in accordance with State and Federal laws and District student records policies and procedures.

Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempted from academic assessments based on their EL status. The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. If an EL student is exempted from taking a State-required test, the student shall be administered a DPI-approved alternative assessment.

All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.

EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

Exit Procedures

Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

ELL students with the language skills necessary to compete will:

- A. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
- B. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests; and
- C. meet or exceed District guidelines in their academic subjects.

Students may be identified as reaching these English proficiency standards by either:

- A. receiving an ELP 5 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or
- B. The District Administrator or designee may also consider reclassification of an EL student in grade four or above as fully English proficient if the District has sufficient evidence on file establishing:
 - 1. the student has attained at least an ELP 4.5 on an annual assessment; and

2. the student can demonstrate his/her understanding of the English language; and
3. the file contains at least two (2) pieces of evidence establishing academic English language proficiency; and
4. the parents and educators agree that the student has reached full English proficiency.

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be given the opportunity to review the ELP assessment with the building principal.

The building principal may

- A. recommend additional assessment.
- B. permit the student to remain in the EL program for up to 9 additional weeks.
- C. provide the student with tutorial support for 9 weeks.
- D. confirm the formal reclassification of the student.

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. The documentation will include, at a minimum: grade level, ELP composite score, and two (2) or more pieces of evidence.

Re-entry

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or ESL program.

The Director of Pupil Services will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed and that ELL reclassification/exit and the re-entry decisions abide by the Department of Public Instruction standards.

Counseling Services for Students Who Are Limited English Proficient Students and/or Sensory Impaired

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 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.

To contact someone regarding limited English proficient and/or sensory impairment services, please contact:

Michelle Johnson~~**Jacquelyn Sernau**~~

District Reading Specialist

920-596-~~5738~~**5829**

800 Beech Street

Manawa, WI 54949

Testing

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable

accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

Revised 11/18/19

Revised 11/16/20

T.C. 3/15/21

T.C. 1/17/22

© Neola 2021

Legal

P.I. 13 Wis. Admin Code

115, Wis. Stats.

118.13, Wis. Stats.

118.30(2), Wis. Stats.

Last Modified by Melanie J Oppor on April 22, 2022



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

- Classes will have finished the Forward Exam administration by Friday, April 22nd. This year classes split up the tests where they took no more than 2 tests a day. Fourth grade started testing on Monday, April 11th completing their Science and Social Studies test over 3 days with third and fifth grade joining in on April 14th beginning the ELA tests. ELA and Math tests were taken through the following week to end on the 22nd. Fourth grade is the only grade at MES that takes the Science and Social Studies tests. Teachers recommended students for small groups.
- Proctors of the Forward Exam saw an improvement in student test-taking skills over the last school year's administration. Students seemed much more confident following testing. We are hopeful that it will translate into higher scores.
- The Student Council prepared snacks for each testing day. The snacks included motivational sayings and created a video to pump kids up for testing. The video included music, dancing, and staff photos of encouragement.
- MES's annual schoolyard clean-up is taking place on Friday, April 22nd.

Special Education

- We are in the verification phase of the Reading Drives Achievement: Procedural Compliance Self-Assessment process. Step 1 included me sending samples of the changes that we made to paperwork that did not meet standards. DPI sent me a list of students and I submitted the corrections. Step 2 is starting. I submitted a list of students who had IEP meetings between January 15th and April 15th. DPI will send me a list of names of students whose paperwork must be submitted for review. A DPI representative will review the paperwork to ensure our IEPs are meeting compliance standards



To: Dr. Melanie Oppor, Manawa Board of Education
Fr: Dan Wolfgram, Principal Little Wolf High School, Manawa Middle School
Date: 4/18/2022
Re: Staff and Program Highlights - April, 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 returned this past week to spend time with teachers in ELA and Math. The time was beneficial in continuing to refine parameters for the math and ELA resource periods.

Athletic Updates: Due to a very wet spring the athletic teams continue to practice indoors. May will be a very busy month hopefully capitalizing on good weather to get all of the conference matches in.

FFA Banquet: The Annual FFA Banquet returned to Little Wolf High School on Sunday April 10th as an in-person recognition event. Students were excited to be recognized and Joe Starr led the annual Baked Goods Auction.



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



Mr. Dan Wolfgram

Little Wolf High School Principal

Manawa Middle School Principal

School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Spring Testing Update: The ACT Aspire and Forward Exams were administered the week of April 11th-15th with the majority of testing completed on Tuesday April 12th. The format used was beneficial in providing a pristine testing atmosphere while utilizing all staff to create balanced sections with a small teacher to student ratio. Special recognition to Ms. Janine Connolly who was instrumental in collaborating with the administration and staff to set up the schedule. Additional testing will occur within the classroom during the week of April 18th - 22nd for students that were absent.

Spring Play Kudos! Thanks to Ms. Gruman for staging yet another wonderful theatrical production on March 25th - 27th. The audience was treated to a murder mystery entitled *The Mousetrap* by Agatha Christie. Students were showcased both behind the scenes as technical assistance as well as eight students displaying their acting talents in the featured roles. How exciting it is to have regular theatrical productions return to the stage at Little Wolf High School!

Recognition /Celebration Assembly: On Friday April 22nd, the Manawa Middle School and Little Wolf High School featured an all-school assembly to recognize the success of the winter athletic teams as well as feature the non-athletic co-curricular successes this past spring. Groups that were recognized include:

- Bowling Team
- Wrestling
- MS Girls Basketball
- MS Boys Basketball
- Boys Basketball
- Girls Basketball
- Quiz Bowl
- Solo and Ensemble Participants
- FFA
- Forensics
- Art Team
- State Youth Art Month
- Drama Club

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



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 4/19/2022
Re: Business Office Monthly Update - April

All Board of Education members should have received their annual stipend on or about April 1, 2022. If you did not, please let me know.

I attended a virtual meeting with our new legal counsel. The subject was teacher contracts. Our current contract language meets all of the requirements that were mentioned. I will have von Briesen & Roper review all the contracts for the 2023-24 school year and suggest any changes to the BOE.

All professional teaching contracts were put in employee mailboxes on Thursday, April 14, 2022. Teachers have until June 15, 2022 to turn in contracts for the 2022-23 school year. Next, I will work on support staff letters of intent for the school year employees and MOUs for the annual, full & part-time employees.

KOBUSSEN BUSES LTD.

Family Pride in Every Ride

April 9, 2022

March Transportation Report

Prepared For: School District of Manawa

To Whom it May Concern,

There were 18 days of school and 12 extracurricular activities for the month of March with Spring break the week of March 7th.

Throughout the month, we had our mechanics look over our buses to prepare them for our annual state inspections that will be held in April. This includes looking at all mechanical and safety items. Besides this, the mechanics also performed preventative maintenance as scheduled.

Our new Dispatcher, Natasha Knapp, is doing very well in her new position! She has been learning our routing program and is working to clean up our routes to make them as efficient as possible. Learning the program now will make student registration a breeze this summer.

I would like to welcome Brooke Schuelke to our family of drivers. She will be training along with Natasha for their Commercial Driver's License. Jehovala Cesar recently passed his CDL and will start learning a route and taking extracurricular activities!

We have a new training program that assists new applicants through the licensing faster and easier than what we had before. If you know of someone that likes to attend sporting events and enjoys kids, send them our way! They can get paid to watch their favorite team! We also have our \$1,500 sign-on bonus that they can receive!

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

Apr 19, 2022

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Michelle Johnson

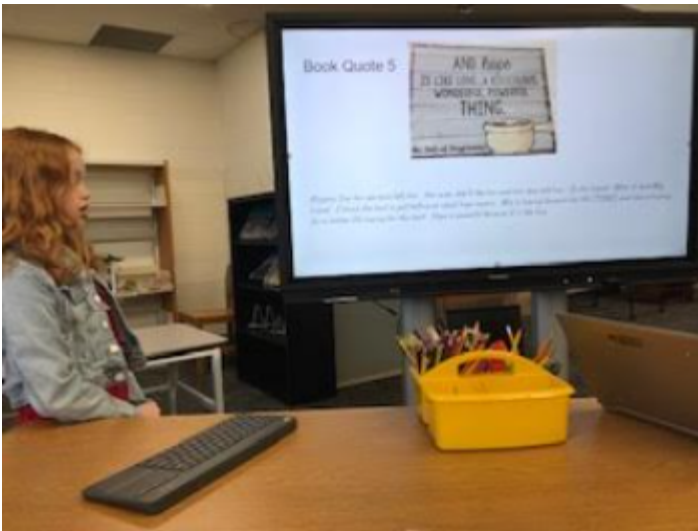
Date: 4/19/2022

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.



Gifted and Talented

1.5. Cognitive, Psychosocial, and Affective Growth. Students with gifts and talents demonstrate cognitive growth and psychosocial skills that support their talent development as a result of meaningful and challenging learning activities that address their unique characteristics and needs. (National Association of Gifted and Talented Standards)

Brynn Nelson, 3rd grade student, is provided the opportunity to master her presentation skills to our BCT team. Throughout her presentation, she shares her deeper comprehension skills and implementation of a pulley project created aligned to a book selected to challenge her thinking, *A Tale of Despereaux*.

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

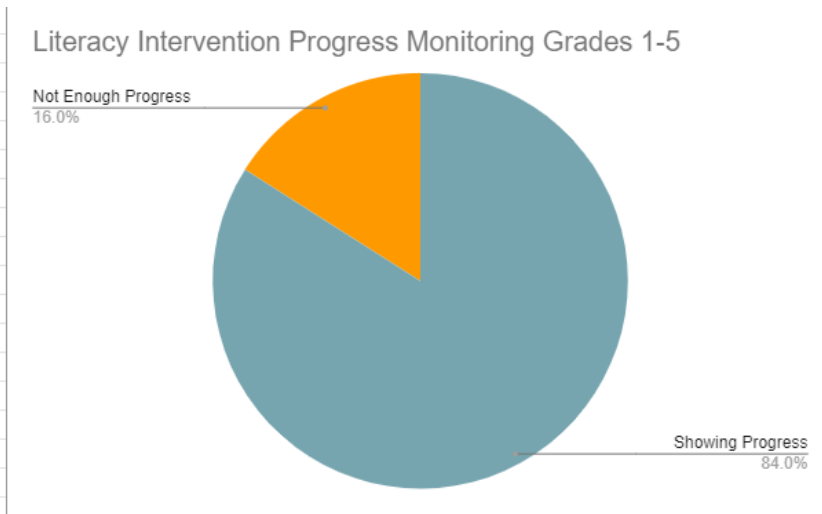


/ ManawaSchools

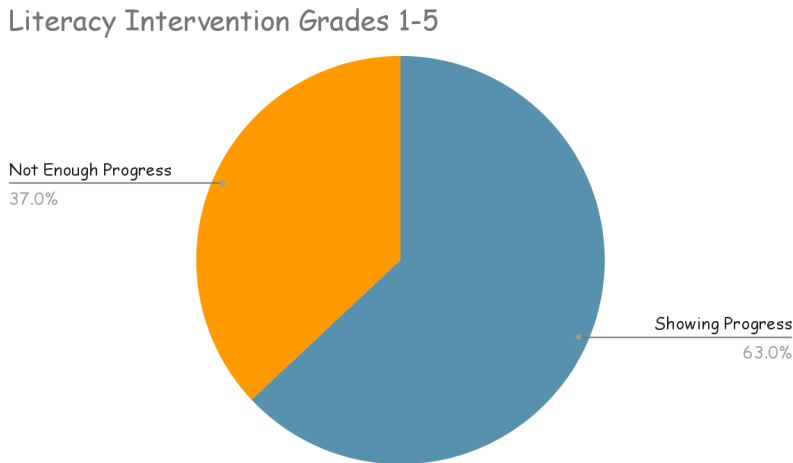


KPI Literacy Data Update:

April, 2022 Update/Celebration



January, 2022

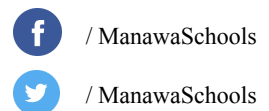


School District of Manawa
800 Beech Street
Manawa, WI 54949
Phone: (920) 596-2525
Fax: (920) 596-5308

**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





Students are identified as needing Tier II/III literacy intervention through the following triangulated data:

- Scoring 1-2 or more grade levels below expected reading level using the Fountas and Pinnell Benchmarking System
 - Phonics/Decoding Survey- Really Great Reading
- Scoring below the 40th percentile/expected grade level on iReady pilot
- Classroom observations and scores
- Pre and post assessments
- Regular data analysis, evaluation and communication through BCT meetings

To increase sustainable growth for students receiving Tier II/Tier III interventions, further diagnostic assessment identified targeted literacy skills students needed. Each student not showing enough growth within their intervention received an individually designed plan shared with the classroom teacher and the interventionist. The addition of Chris Hansen as a special assignment teacher allowed for students to receive strategic targeted support in small groups. Students, guided by data/teachers, set goals based on their own needs and are celebrated when they reach their goals. When students have successfully reached all of their literacy goals based on various data, they are celebrated with parents and featured during our BCT meetings.



Second grade students celebrate their “graduation” from intervention after officially reaching all of their goals.

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



Following a mini-lesson on inferring meanings found in poetry symbolism, 5th students work together to close-read selected poetry.

Literacy at the Secondary Level

Secondary teams continue to successfully align practices within content areas to develop literacy commitments. While working with the district's literacy specialist, as well as Erin Loritz from Cesa 6, disciplinary literacy practices dig deeper to build academic vocabulary, align writing rubrics, and implement Grammar Non-Negotiables as embedded expectations. For example, Dan Koehler, Technology Education Teacher, expands academic vocabulary used within student writing as an entrance ticket to completion prior to working on shop projects. One example Dan regularly implements, is the requirement that students must write up safety shop descriptions utilizing the

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



academic vocabulary. Students are to highlight the vocabulary within their writing. Additionally, building wide Grammar Absolutes, such as capitalization, end punctuation, and complete sentence structure are assessed throughout this practice.



Little Wolf High Technology Education Teacher, Mr. Koehler, shares student work aligned with writing expectations prior to entering the shop. This provides students with the purpose behind writing the entrance ticket.

In addition to the continued focus on disciplinary literacy throughout all content areas, a strategic, targeted approach to reconstruct ELA curriculum grades 6-8 with Mrs. Millard is underway. When reviewing various sources of data such as the Forward, STAR, iReady, ACT Aspire and classroom achievement, it was evident that the ELA curriculum needed to shift towards comprehensive literacy practices with well-rounded emphasis on rigor and relevance of text selections, comprehension, writing, grammar, speech, and support for all levels of readers. To begin, essential standards were identified based on student needs, which began building the foundation of vertically and horizontally aligned curriculum mapping. As we work collaboratively in building a comprehensive curriculum, our next step is to identify the researched-proven resources to build, assess, and expand student literacy skills. Resources that are being considered to pilot are StudySync, Edreports share “The materials include instruction, practice, and authentic application of reading, writing, speaking and listening, and language work that is engaging and at an appropriate level of rigor for the grade” and have scored Meeting Expectations in all categories. Along with StudySync, MyPerspectives, scored “Meeting Expectations” in all areas and “Materials are

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



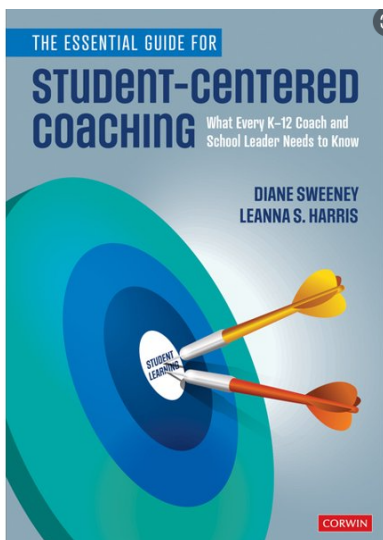
/ ManawaSchools



organized to support comprehensive vocabulary development, writing instruction in multiple modes, and independent reading of complex texts over the course of the year. The materials also include support for educators to implement, plan, and differentiate the standards-based materials, leveraging digital resources when appropriate.”

Note: a proposal for plans to begin the curriculum review and piloting process will be a proposal drafted for the Curriculum Committee for the upcoming meeting in May.

Instructional Coaching Book Study



In continued reflection and collaborative learning, instructional coaches are nearly through the *Student-Centered Coaching* book study. From chapter 6, ideas of messaging student-centered coaching were valuable in developing the next action steps. Elements discussed were developing a vision of coaching, guiding principles, and defining Student-Centered Coaching. From page 100,

“We believe coaching matters because:

- We are smarter together
- Student learning is our shared purpose
- They are OUR students.
- The job of teaching is too complex to do alone.
- We are never done getting better at our craft.”

Summer School Adventure 2022

Online registration will be successfully drawing to an end at the end of the week 4/19/22 with the monumental assistance from administrative assistants Mrs. Thompson and Mrs. Draegor along with the technological support of our Tech. Director, Dean Marzofka. With the introduction of new courses such as Rocketry, Improvisation, and many others, there has been a tremendous amount of interest, and the enrollment number of all summer school courses will close around 519. The next phase of summer school planning is sending out enrolled family letters of information and creating door signs for each class.

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



Upcoming Dates:

May 10th- Art Show, Book Fair, and Resist a Scoop Ice Cream Truck

May 12th- Erin Loritz, Cesa 6 PD with secondary/essential standards

June 6th-24th- 2022 Manawa Summer School Adventures

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



Technology Board Report

April 25, 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 insurance company is suggesting updates to various networked systems and procedures: i.e. Server migration to 2019/2022, 2 Factor Authentication protocols, Professional Development around cyber security, increase depth in backups, Incident Response and Continuity of Services plans

Hardware Updates

Continue to wait for access points. Delayed due to chip shortage and shipping issues. Working with vendors to address shipping delays. Student Device Replacement Received the 282 ECF grant Chromebooks. Inventory completed. Testing and configuration completed.

Minutes of a March 22, 2022 School District of Manawa Curriculum Committee Meeting

The meeting began at 5:00 p.m. MES Board Room, 800 Beech Street

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

In Attendance: Jepson, J. Johnson, Mr. Plekan, Mr. Marzofka, Ms. Brauer, Dr. Oppor, and Mr. Wolfgram. Hollman joined at 5:27 p.m.

1. Consider Endorsement of High School Band Uniform Replacement as Presented. Motion by Jepson / J. Johnson to endorse uniform selection and refer to Finance Committee for endorsement of costs. Motion carried.
2. Update on Boys and Girls Club of America - Informational
3. Consider Endorsement of Curriculum Writing Plan as Presented - Informational
4. Signed into law in April 2021, [WI Act 30 \(2021\)](#) requires that every district in Wisconsin incorporate the teaching of the Holocaust and other genocides into the social studies curriculum. The requirement is that it is taught at least once in grades 5-8 and at least once in grades 9-12. The law states the curriculum must be updated by July 1, 2022, to go into effect for the 2022-23 school year. Informational
 - Grade 5 - social studies unit on World War II
 - MS Washington D. C. Trip - visit Holocaust Museum
 - Grade 9 - U.S. History
5. Update on Ad hoc District Safety Committee Work - Informational
6. Curriculum Committee Planning Guide - Informational
7. Next Meeting Date: April 20, 2022 5:00 p.m.
8. Next Meeting Items:
 - a. Consider Endorsement of LWHS Science Course Curriculum Revisions (Information / Action) - Summer 2022
 - b. Consider Endorsement of iReady as the SDM Progress Monitoring Tool (Information / Action)
 - c.
9. Motion by J. Johnson / Jepson to adjourn at 6:44 p.m. Motion carried.

Minutes of a April 20, 2022 School District of Manawa Curriculum Committee Meeting

The meeting began at 5:00 p.m. MES Board Room, 800 Beech Street
Board Committee Members: Hollman (C), Jepson, J. Johnson

In Attendance: Hollman, Jepson, Reiersen, Stephanie Riske, Michelle Johnson, and Dr. Oppor. J. Johnson absent.

Timer/Recorder: Reiersen

1. Consider Endorsement of New AP Psychology Materials Adoption as Presented. Motion by Jepson / Hollman to Recommend Endorsement of New AP Psychology Materials Adoption as Presented. Motion carried.
2. Consider Endorsement of Literacy Footprints Materials Adoption as Presented. Motion by Jepson / Hollman to Recommend Endorsement of Literacy Footprints Materials Adoption as Presented. Motion carried.
3. Update on Secondary Social Studies - Informational
 - a. Discovery Education (Gr. 6-8)
 - b. High School
4. Update on Summer District-Sponsored Workshops - Informational
5. Update on Technology Education Curriculum Project - Informational
6. Curriculum Committee Planning Guide
7. Next Meeting Date: May 10, 2022 5:00 p.m.
8. Next Meeting Items:
 - a. Consider Endorsement of LWHS Science Course Curriculum Revisions (Information / Action) - Summer 2022
 - b. Consider Endorsement of Proposal to Change the Progress Monitoring Tool from STAR (Renaissance) to iReady as Presented (Information / Action)
 - c. Update on Technology Education Curriculum Project (Information)
 - d.
9. Motion by Jepson / Hollman to adjourn at 6:13 p.m. Motion carried.

Minutes of a April 11, 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: J. Johnson, R. Johnson, Mrs. O'Brien, Mrs. Dana Bonikowske, Dr. Oppor, Mr. Plekan, Mr. Wolfgram, Mr. Marzofka

Timer/Recorder: J. Johnson

1. Consider Approval of High School Band Uniform Replacement as Presented and Approved by the Curriculum Committee at the March 22, 2022 meeting. Motion by J. Johnson / R. Johnson to Approve of High School Band Uniform Replacement Option #2 in white from Band Shoppe as Presented. Motion carried.
2. Clarification on Eligibility for \$250 Stipend for Support Staff as Presented. Motion by J. Johnson / R. Johnson to move to full Board without Finance Committee recommendation due to conflict of interest. Motion carried
3. Consider Approval of Hiring Incentive for LWHS/MMS 2nd Shift Custodial Position. Motion by J. Johnson / R. Johnson to Approve of Hiring Incentive for LWHS/MMS 2nd Shift Custodial Position a \$1,000 stipend to be given as follows: \$500 following a successful 60-day probationary period and \$500 following one year with the District. Motion carried.
4. Health, Dental, and Vision Insurance Updates - Informational
5. Transportation Cost Increase - Informational
6. Monthly Financial Summary - Informational
7. Finance Committee Planning Guide - Informational
8. Next Finance Committee Meeting Date: May 9, 2022 6:00 p.m.
9. Next Finance Committee Items:
 - 1.
 - 2.
10. Motion by J. Johnson / R. Johnson adjourned at 6:47 p.m.

Minutes of a April 12, 2022 School District of Manawa
Buildings and Grounds Committee Meeting

The meeting began at 4:33 p.m. Board Room at 800 Beech Street

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

In Attendance: R. Johnson, Griffin, Hollman, Matt McGregor, Dr. Melanie Oppor, Dan Wolfgram, Stephanie Riske, and Mary Griffin

Timer/Recorder: Hollman

1. Discuss Plans to Upgrade Lighting in West MS/HS Parking Lot - Matt McGregor; Hoffman (Northland Electric) Motion by Hollman / Griffin to Recommend Option 2: Add (5) wall packs on side of building \$8,025.00 to the full board - Purchase and install (5) DSXW2 LED 30C 700 40K TFTM 277 SF DDBXD Wall packs, Install conduit and wire, New lighting controls if needed is not included at this time, Lift rental included, Coordination with school for access to room. Motion carried.

2. Discuss Technology Education (Woods & Metals) Duct Detector False Alarm Solutions - Matt McGregor; Hoffman
 - a. Martin Systems Option 1 - cost for reprogramming and removal of the 2 duct smokes is \$400.
 - b. Martin Systems Option 2 - have the heats shutdown the AHU units will be \$850 which includes the 2 additional relays and removal of the duct detectors.
 - c. Both Option 1 or 2 will require having the mechanical contractor patch the holes in the duct work once Martin Systems removes the duct smokes.
 - d. Mr. McGregor needs to ensure that those units only supply the 1 space as the code states.
 - e. Other

Motion by Hollman / Griffin to Recommend Option 2 Martin Systems to the full board.
Motion carried.

3. Consider Scheduling Reseeding of New Green Spaces - Information - Waiting to check on what type of seed is available for seeding the green space.
 - a. Casey Landscaping Cost = \$2,200 to thatch, fertilize, and reseed the green space at the current vacant lot.
 - b. Preferred time is fall due to adequate precipitation; could be done spring/summer if ample watering can be guaranteed.
 - c. Do not use weed killer prior to, or until at least one year after the seed is planted and takes root.
 - d. There are referendum dollars available to address this need.

4. Discuss Care and Maintenance of the Upper Field & Related Structures - Information - Agreement that MYSA will take care of the field care and maintenance, and the SDM will take care of the permanent structures.
5. Approve Quote for Fisher Tracks, Inc. Rubberized Long Jump as Presented
6. Approve Quote from Spiegelberg Implement, Inc. for Second Long Jump as Presented - Motion by Griffin / Hollman to Recommend Shorten runway by 6 feet and increase pit length by 3 feet to meet WIAA new specifications. 11 feet width with no green space to accept the bid and to include the Fisher Tracks, Inc. quote. Motion carried.
7. Update on Solar Project - Information - waiting on an agreement with the solar company.
8. Continue to Brainstorm, Prioritize, and Endorse 2022-23 Fiscal Year Projects as Presented - Information
9. Update on Maintenance (Information)
 - a. Gym (both) Floor Refinishing - Week of July 11
 - b. Generator Annual Maintenance Contracts - Wolter
 - c. Flushing Irrigation System & Starting Up Well Pump
 - d. MES Lighting Proposal
 - e. MES Vinyl Tile
 - f. MS/HS Library
 - g. Other
10. Review of Monthly Buildings & Grounds Budget (Information)
11. Buildings & Grounds Committee Planning Guide (Information)
12. Set Next Meeting Date: May 3, 2022 4:30 p.m.
13. Next Meeting Items:
 - a. Finalize Review of Key Performance Indicators (Information / Action)
 - b. District Safety Plan, Reunification Plan, and Associated Projects
 - c. Long-term Maintenance Plan - Pfefferle as Presented [Operation Efficiencies] (Information / Action)
 - d. Custodial/Maintenance Plan - Pfefferle as Presented (Information / Action)
 - e. School Forest New Management Plan (Information / Action)
 - f.
 - g.
14. Adjourn - Motion by Griffin / Hollman to adjourn at 5:56 p.m. Motion carried.

Minutes of a April 19, 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, Reiersen
In Attendance: J. Johnson, Reiersen, Hollman, Jepson, Dr. Oppor, Mrs. Riske
Timer/Recorder: J. Johnson

1. Review Staff Exit Survey Information and Develop a Plan of Action
 - a. Examine Patterns Within District Control
 - b. Support Staff Survey - Increasing Job Satisfaction
 - c. Other Strategies

Motion by Reiersen / J. Johnson to have Dr. Oppor send a memo to gauge interest from support staff regarding options to increase job satisfaction. Motion carried.
2. Consider Endorsement of PO5722 - School Sponsored Publications and Productions as Presented. Motion by Reiersen / J. Johnson to Endorse PO5722 - School Sponsored Publications and Productions as Presented. Motion carried.
3. Consider Endorsement of AG5722 - School Sponsored Publications and Productions. Motion by Reiersen / J. Johnson to Recommend Endorsement of AG5722 - School Sponsored Publications and Productions. Motion carried.
4. Consider Endorsement of AG3430.01 and AG4430.01 - FMLA Leave. Motion by Reiersen/ J. Johnson to Recommend Endorsement of AG 1630.01, AG3430.01 and AG4430.01 - FMLA Leave to full Board as Presented. Motion carried.
5. Consider Endorsement of Revised PO5460 - Graduation Requirements as Presented. Motion by Reiersen / J. Johnson to Recommend Endorsement of Revised PO5460 - Graduation Requirements as Presented. Motion carried.
6. Consider Endorsement of Deleting AG5460 - Graduation Requirements as Presented. Motion by Reiersen / J. Johnson to Postpone Endorsement of Deleting AG5460 - Graduation Requirements as Presented until May 2022 at full Board Meeting. Motion carried.
7. Consider Endorsement of 2260.02 English Language Proficiency as Presented. Motion by Reiersen / J. Johnson Recommend Endorsement of 2260.02 English Language Proficiency as Presented as an informational item. Motion carried.
8. Consider Endorsement of PO8510- Wellness as Presented. Motion by Reiersen/J. Johnson to Table PO8510- Wellness as Presented. Motion to table carried.
Motion by Reiersen / J. Johnson to Table items 9, 10, 11, and 13. Motion carried.

9. Consider Endorsement of PO2431 - Interscholastic Athletics as Presented - Tabled
10. Consider Endorsement of Post-Issuance Compliance Policy as Presented - Tabled
11. Consider Endorsement of Post-Issuance Compliance Administrative Guidelines as Presented - Tabled
12. Review, Discuss, and Act on Teacher Request Regarding No Paraprofessional. Motion by Reierson / J. Johnson to Table Review, Discuss, and Act on Teacher Request Regarding No Paraprofessional. Motion carried.
13. Discuss and Act on Dean of Students Request for a Stipend Increase (Information / Action) - Tabled
14. Review the Revised Job Description for the MS/HS Administrative Assistant - Informational
15. Discuss Job Description and Title for Special Assignment Teachers and Secondary Resource Courses - Informational
16. Consider Endorsement of an IT Summer Intern as Presented. Motion by Reierson / J. Johnson to Recommend Endorsement of a Trial IT Summer Intern as Presented. Motion carried.
17. Policy & Human Resources Committee Planning Guide (Information)
18. Set Next Meeting Date - May 5, 2022 at 6:00 p.m.
19. Next Meeting Items:
 - a. PO2210 - Curriculum Development
 - b. AG5463 - Student and Credit Transfer from Nonpublic Schools
 - c. AG8600 - Transportation
 - d. School Nurse References - Nurse/Paramedical (Information / Action)
 - e. Consider Staff Engagement Opportunities- KPI IV. Engagement & Satisfaction E., F., and G. Staff, Parent, and Student Surveys
 - f. Review Staff Survey (Information / Action)
 - g. Other
20. Motion by Reierson / J. Johnson adjourned at 7: 39 p.m.



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of DEFINITIONS |
| Code | po0100 - R |
| Status | Second 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**1.4**)

Vice-President

The Vice-President of the Board. (See Bylaw 017**1.2**)

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

© **Neola 2021**

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of ELECTORAL PROCESS |
| Code | po0142.1 - L |
| Status | Second 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.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of VACANCIES |
| Code | po0142.5 - L |
| Status | Second 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

© Neola 2021

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|--|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT |
| Code | po0144.5 - Added Language from Vol. 31, No. 1 Update |
| Status | Second 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 as a member of the Board 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 he or she is 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 is 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

946.12, Wis. Stats.

17.13, Wis. Stats.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of OFFICERS |
| Code | po0152 - L |
| Status | Second 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

© Neola **2021-18**

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|------------------------------------|
| 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 | Second 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

© Neola 2021-19

Legal

19.84, Wis. Stats.

120.11(4), Wis. Stats.

985.05(3), Wis. Stats.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| 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 | Second 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.

© Neola 2021

Legal 111.335, Wis. Stats.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | PHYSICAL EXAMINATION |
| Code | po1460 - L - Board Review |
| Status | Second 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

© Neola 2021

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 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of CURRICULUM DEVELOPMENT |
| Code | po2210 - L |
| Status | Second 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.

© Neola 2021~~0~~

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|--------------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of HUMAN GROWTH AND DEVELOPMENT |
| Code | po2414 - Board Review |
| Status | Second 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.

© Neola ~~2021-12~~

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|--|
| 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 | Second 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

© Neola 2021~~0~~

Legal 111.335, Wis. Stats.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of DRUG-FREE WORKPLACE |
| Code | po3122.01 - L/R |
| Status | Second 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

~~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

© Neola 2021~~0~~

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | PHYSICAL EXAMINATION |
| Code | po3160 - L - Board Review |
| Status | Second 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.~~

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

© Neola 2021

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 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of GRIEVANCE PROCEDURE |
| Code | po3340 - Board Review |
| Status | Second 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

© **Neola 2021**

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|--|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS |
| Code | po4121 - R |
| Status | Second Reading |
| 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 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.

© Neola 2021~~0~~

Legal 111.335, Wis. Stats.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | DRUG-FREE WORKPLACE |
| Code | po4122.01 |
| Status | Second 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

© Neola 2021~~0~~

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | PHYSICAL EXAMINATION |
| Code | po4160 |
| Status | Second 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.~~

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

© Neola 2021

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 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | GRIEVANCE PROCEDURE |
| Code | po4340 |
| Status | Second 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.

Revised 8/22/16
Revised 4/27/20
T.C. 3/15/21
T.C. 1/17/22

© Neola 2021

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|--|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of OPEN ENROLLMENT PROGRAM (Inter-District) |
| Code | po5113 - Board Review |
| Status | Second 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.

Revised 7/22/19
Revised 11/18/19
Revised 4/27/20

© Neola 2021~~0~~

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of ATTENDANCE |
| Code | po5200 - L |
| Status | Second 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

© Neola 2021

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 24, 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 | Second 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 24, 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 | Second Reading |
| Adopted | June 20, 2016 |
| 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

© Neola 2021~~0~~

Legal 118.153, Wis. Stats.

P.I. 25

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of AUTHORIZATION TO MAKE ELECTRONIC FUND TRANSFERS |
| Code | po6108 - R |
| Status | Second Reading |
| Adopted | July 18, 2016 |

6108 - AUTHORIZATION TO MAKE ELECTRONIC FUND TRANSFERS

The Board **of Education** authorizes electronic fund transfers (EFTs), **including any Automated Clearing House (ACH) transactions**, for any purpose including direct deposit, wire transfer, withdrawal, investment, or payment, provided such EFTs are consistent with the provisions of Wisconsin's Uniform Electronic Transactions Code, Chapter 137, Subchapter II. Upon the recommendation of the Business Manager, the Board shall approve the financial institutions that are authorized to receive monetary transactions through electronic or other medium.

Upon the recommendation of the Business Manager, the Board shall then approve written agreements with financial institutions with whom EFTs will be made.

Such agreements shall set forth internal controls required by State law and State Administrative Code that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:

- A. the official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;
- B. the manual signatures of the Board President, District Administrator, Business Manager, and the employees authorized to initiate EFTs shall be contained therein;
- C. a requirement that the District maintain documentation signed by the initiator and authorizer of the EFTs to confirm the authenticity of the EFTs;
- D. a requirement that, when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the funds;
- E. a requirement that written or printed documentation from the financial institution acknowledging such transactions, including but not limited to deposit slips, debit and credit memos, trust receipts, transfer acknowledgements, or cancelled warrants, shall be provided so that it may be kept in the official files of the District, which shall be maintained in a manner which facilitates easy review and validation of transactions.

All District staff shall comply with the provisions of this policy when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

© Neola ~~2015~~ **2021**

| | |
|-------|---|
| Legal | Wis. Stat. Chapter 137, Subchapter II 15 U.S.C.A. 1693, as amended |
|-------|---|



| | |
|--------------|--|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of COST PRINCIPLES - SPENDING FEDERAL FUNDS |
| Code | po6114 - L |
| Status | Second 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

© Neola 2021

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)



| | |
|--------------|--|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of STUDENT FEES, FINES, AND CHARGES |
| Code | po6152 - R |
| Status | Second 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

© **Neola 2021**

| | |
|-------|-------------------------|
| 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. |

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of FACILITIES PLANNING |
| Code | po7100 - Board Review |
| Status | Second 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.~~



| | |
|---------|---|
| 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 | Second 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.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | EARLY COLLEGE CREDIT PROGRAM |
| Code | ag2271 - L |
| Status | Second 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

- 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.
- 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.~~
- 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:

- Program Eligibility and Credit Options**
- 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 | Second 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.~~

© Neola 2020

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 |
| Status | Second 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.



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of APPOINTMENT OF PERSONNEL TO COMPENSATED CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES |
| Code | ag3120B - REVIEW |
| Status | Second Reading |
| 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.

© **Neola 2020**

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of JOB SHARING |
| Code | ag3120.10 - REVIEW |
| Status | Second Reading |
| 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.

© Neola 2020

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of DRUG-FREE WORKPLACE |
| Code | ag3122.01 - L |
| Status | Second 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.

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 that 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) before a violation of this policy occurs. Alcohol or drug dependency does not excuse any employee from the requirements of this policy.

© **Neola 2020**

| | |
|-------|--|
| Legal | 20 U.S.C. 3224A |
| | P.L. 101-126 |
| | Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq. |

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of WISCONSIN EDUCATOR LICENSING |
| Code | ag3125 - L |
| Status | Second 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

© Neola 2020

Legal

P.I. 34

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of TUBERCULOSIS EXAMINATION |
| Code | ag3160B - DELETE - In Policy |
| Status | Second 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.~~

~~© Neola 2015~~

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of PARTICIPATION IN POLITICAL ACTIVITIES |
| Code | ag3231A |
| Status | Second 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 **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.**



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of RESEARCH AND PUBLISHING |
| Code | ag3231B - DELETE |
| Status | Second 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 | Second 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.

© Neola 2020

| | |
|-------|--|
| Legal | 20 U.S.C. 3224A |
| | P.L. 101-126 |
| | Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq. |

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of TUBERCULOSIS EXAMINATION |
| Code | ag4160B - DELETE |
| Status | Second 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.~~

~~© Neola 2015~~

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | PARTICIPATION IN POLITICAL ACTIVITIES |
| Code | ag4231A - NEW |
| Status | Second Reading |

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.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | HOMELESS STUDENTS |
| Code | ag5111.01 - L |
| Status | Second 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.

© Neola 2021 ~~16~~

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of ATTENDANCE |
| Code | ag5200 - FOR REVIEW - L |
| Status | Second Reading |
| Adopted | August 20, 2018 |

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** 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.

© Neola 2021~~12~~

Legal 118.15, 118.153, 118.16, 118.162, Wis. Stats.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of ADMINISTRATION OF MEDICATIONS |
| Code | ag5330 - L |
| Status | Second Reading |
| Adopted | August 20, 2018 |

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.

© Neola 2020

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of BULLYING |
| Code | ag5517.01 - DELETE - In Policy |
| Status | Second Reading |
| 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.~~

~~© Neola 2011~~

Legal

118.46 Wis. Stats.

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of RELATIONSHIP WITH GOVERNMENTAL AGENCIES |
| Code | ag5540 - R |
| Status | Second Reading |
| Adopted | August 20, 2018 |

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.

© Neola 2019

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of SUSPENSION AND EXPULSION |
| Code | ag5610 |
| Status | Second Reading |
| Adopted | August 20, 2018 |
| Last Revised | February 28, 2022 |

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

© Neola 2021

Legal 119.25, Wis. Stats.
 120.13, Wis. Stats.
 18 U.S.C. 921(a)(3)
 20 U.S.C. 7151

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | EDUCATION AND SERVICES FOR SCHOOL-AGE PARENTS |
| Code | ag5751 - L/R |
| Status | Second Reading |
| 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>

© Neola 2020

| | |
|-------|--|
| 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 |

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of STUDENT FUND-RAISING |
| Code | ag5830 - R |
| Status | Second 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.

© Neola 2020

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of CROWDFUNDING |
| Code | ag6605 - R |
| Status | Second Reading |
| Adopted | January 21, 2019 |

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.

© **Neola 2020**

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | SMALL UNMANNED AIRCRAFT SYSTEMS |
| Code | ag7440.03 - NEW |
| Status | Second 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.

© Neola 2020

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of ASSISTIVE TECHNOLOGY AND SERVICES |
| Code | ag7540.05 -L |
| Status | Second Reading |
| Adopted | January 21, 2019 |

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. ~~S~~**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.~~

© Neola 2020~~04~~

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of PERSONNEL RECORDS |
| Code | ag8320 |
| Status | Second Reading |
| Adopted | July 22, 2019 |

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.

© NEOLA 2020

Legal 103.13, Wis. Stats.

The Americans with Disabilities Act of 1990

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of STUDENT RECORDS |
| Code | ag8330 - L |
| Status | Second Reading |
| 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 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).

© Neola 2020

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

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of TRANSPORTATION |
| Code | ag8600 - R |
| Status | Second Reading |
| Adopted | July 22, 2019 |

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.

© NEOLA 2019

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|--|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of CARE, CUSTODY, AND DISPLAY OF THE UNITED STATES FLAG |
| Code | ag8800D - L |
| Status | Second Reading |
| Adopted | July 22, 2019 |

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 |
| Code | ag9270 - R |
| Status | Second Reading |
| Adopted | July 16, 2018 |

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.

© Neola 2019

Last Modified by Melanie Oppor on March 24, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of ADMISSION OF STUDENTS FROM NONAPPROVED SCHOOLS |
| Code | ag9270A - DELETE - Included in 5463 |
| Status | Second Reading |
| Adopted | July 16, 2018 |

~~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 24, 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 | Second 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.

© **Neola 2020**

Last Modified by Melanie Oppor on March 24, 2022

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.

© NEOLA 2018

PUBLIC ATTENDANCE AT SCHOOL EVENTS

Audio/Video Recording of School Performance (Copyrighted Material)

This performance includes copyrighted materials which have been properly licensed specifically for this event. However, audio and/or video recording for re-broadcast or distribution in any way without the express written consent and proper license from the author is a violation of Federal copyright law and is prohibited.

Thank you for your cooperation.

© Neola 2020



To: Dr. Oppor, Curriculum Committee
Fr: Dan Wolfgram, Kevin Plekan - Director of Instrumental Music
Date: 3/17/2022
Re: Recommendation of New Band Uniforms

Rationale: The current band uniforms are over 30 years old and in need of repair. Dry cleaning is unable to remove staining on the white part of the uniform and they have begun to yellow with age. The styling of the current uniform is also dated, and in need of updating. The material does not breathe well in heat and does not insulate well in cold weather.

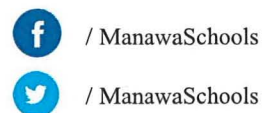


School District of Manawa
800 Beech Street
Manawa, WI 54949
Phone: (920) 596-2525
Fax: (920) 596-5308

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





School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Little Wolf High School Band Uniform Timeline & Process

- January 13 - Eight possible styles were presented as possible styles/options to students for feedback.
- January 18 - Initial sketches received based on student feedback.
- January 20th - Option of a concert coat presented. Students in the band were given the opportunity to view and give feedback in class. Feedback was given to Mr. Plekan from students, Dr. Oppor, Jeff Bortle, and Dan Wolfgram
- February 11 - Revised sketches and the addition of a concert coat received by Mr. Plekan.
- February 24th - Final options and in-class presentations to students. Survey is distributed to all band students.
- February 25th - Band Parent Survey sent via email.
- Week of February 28th - Mr. Plekan and Mr. Wolfgram communicated with community stakeholders, and band alumni for additional feedback.

Parent/Alumni/Student Survey Responses:

| <u>Uniform Options</u> | <u>Parents</u> | <u>Students</u> | <u>Alumni</u> |
|------------------------|----------------|-----------------|---------------|
| Red Accented | 23% | 76% | 34% |
| White Accented | 77% | 24% | 66% |
| Cape | 56% | 22% | 0% |
| No Cape | 44% | 88% | 100% |

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



Stanbury:



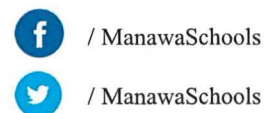
| Stanbury Choices. | Cost | Total Cost | |
|--|---------------|-----------------|--|
| Marching Uniform B1 with all Accessories | \$568 X 65 | \$36,920 | |
| Gloves | \$2.30 X 65 | \$149.50 | |
| Concert Jacket | \$165 X 65 | \$10,725.00 | |
| Garment Bag 7212B_A | \$19.00 X 130 | \$2,470.00 | |
| Black Marching/Concert Shoes | \$38.00 X 65 | \$2,470.00 | |
| | | | Total for 65 marching band and 65 concert band jackets (pants are shared between uniforms) and all accessories. |
| | | \$52,735 | |

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

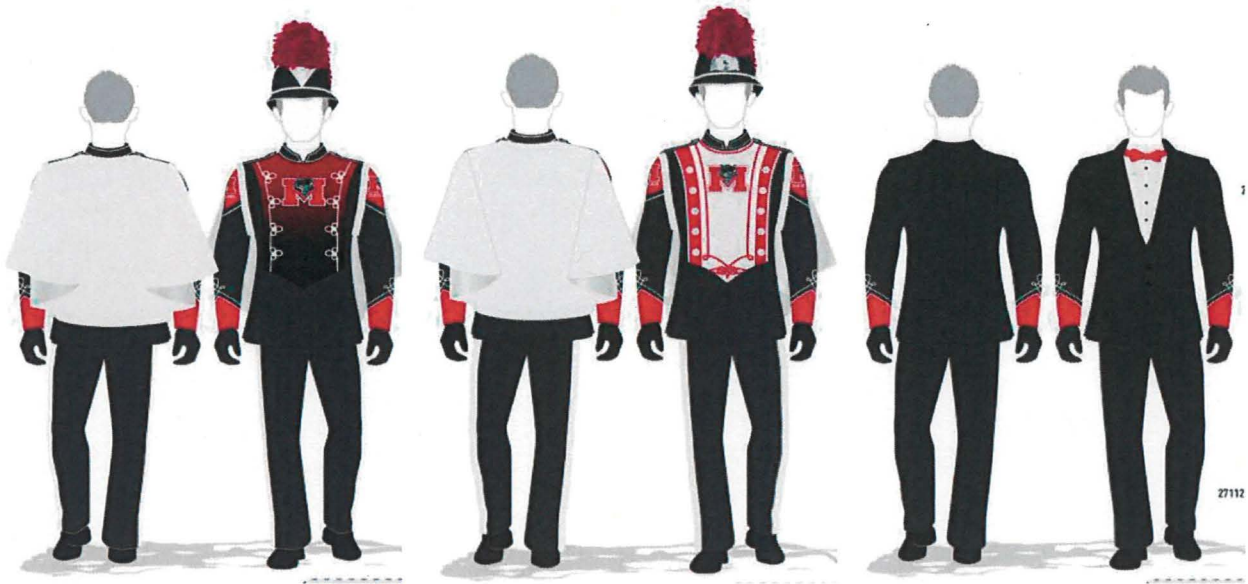
Manawa Elementary
 800 Beech Street
 Manawa, WI 54949
 Phone: (920) 596-2238
 Fax: (920) 596-5339

ManawaSchools.org





Band Shoppe:



| Band Shoppe Option | Option #1 Choices | Cost | Total Cost | |
|-------------------------------------|--|---------------|------------------|--|
| Marching Jacket 20999 | One Piece Red Gradient Front Back Zipper | \$269.95 x 65 | 17,546.75 | |
| Band Bibber | Marching Pants 22407 | \$67.95 X 65 | \$4,416.75 | |
| Concert Jacket 209116 | | \$252 X 65 | \$16,380.00 | |
| Tuxedo Pants 27112 | | \$34.95 X 65 | \$2,271.75 | |
| White Men's Tuxedo Shirt 27104 | | \$17.95 X 65 | \$1,166.75 | |
| Red BowTie 27126 | | \$5.96 X 65 | \$386.75 | |
| Regimental Helmet | | \$68.00 X 65 | \$4,420.00 | |
| French Phantom Helmet Plume "22 Red | | \$39.00 X 65 | \$2,535.00 | |
| Garment Bag 7212B_A | | \$16.95 X 130 | \$2,203.50 | |
| Military Nylon Cord | | \$10.95 X 130 | 1,423.50 | |
| Black Marching/Concert Shoes | | \$31.95 X 65 | \$2,077.00 | |
| | | | 52,750.75 | Total for 65 marching band and 65 concert band and all accessories. |

School District of Manawa
800 Beech Street
Manawa, WI 54949

Phone: (920) 596-2525
Fax: (920) 596-5308

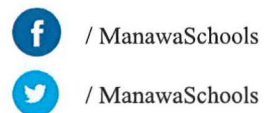
**Little Wolf High School
Manawa Middle School**

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





Mr. Plekan Recommendation: Both companies are reputable and I have purchased from them many times for uniforms and other band supplies for years. They both have been great to work with. With an “Apples to Apples” comparison from each company, my recommendation would be to go with the Band Shoppe Bid Option #1.

Rationale: The Band Shoppe bid contains two full separate band uniforms for concert and marching band. Each uniform has their own pants so they are not shared. Having marched in the St. Patrick’s Day Parade on 3/19/2022, all of the pants were wet from marching through puddles when we returned from the parade. Sharing pants between both marching and concert performances would mean more wear and more cleaning.

Band Shoppe Wish List - Option #2: This option provides for even more flexibility. The coat has a front zip marching jacket and an overlay that covers the top. Having the front zipper is easier to put on and take off. Having an overlay allows for more layers to wear under the jacket in the colder weather and for the wearing of less clothes and being more breathable in the warmer weather.

| | | | |
|--|---------------|-----------------|--|
| Marching Jacket 209077 | \$184 X 65 | \$11,960 | |
| Overlay 204601 to go with Marching Jacket 209077 | \$109.95 X 65 | \$7,146.75 | |
| Band Bibber Marching Pants 22407 | \$67.95 X 65 | \$4,416.75 | |
| Concert Jacket 209116 | \$252 X 65 | \$16,380.00 | |
| Tuxedo Pants 27112 | \$34.95 X 65 | \$2,271.75 | |
| White Men's Tuxedo Shirt 27104 | \$17.95 X 65 | \$1,166.75 | |
| Red BowTie 27126 | \$5.96 X 65 | \$386.75 | |
| Regimental Helmet | \$68.00 X 65 | \$4,420.00 | |
| French Phantom Helmet Plume "22 Red | \$39.00 X 65 | \$2,535.00 | |
| Garment Bag 7212B_A | \$16.95 X 130 | \$2,203.50 | |
| Military Nylon Cord | \$10.95 X 130 | 1,423.50 | |
| Black Marching/Concert Shoes | \$31.95 X 65 | \$2,077.00 | |
| | | \$54,311 | Total for 65 marching band and 65 concert band and all accessories. |

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

New Materials Proposal

School District of Manawa

4/13/2022

Title of Course Materials will be used for: AP Psychology

Department or Grade Level: Social Studies

Materials are: **New Replaces Existing**

If it replaces existing materials, what? [Click here to enter text.](#)

Textbook, Materials, Resource Title: *Barron's AP Psychology Premium: 2022-2023*

Publisher: Barron's Educational Series

Copyright Date: 1/4/22

Describe the process that led to the recommendation of these textbooks, materials, or resources. Through various recommendations found online what would be the most beneficial materials for students to have for AP Psychology to help prepare them for the test.

What other options were investigated? Other review books including *5 Steps to a 5: AP Psychology, 2021 Edition* and *Princeton Review AP Psychology Premium Prep*.

Why were these textbooks, materials, or resources chosen? From the recommendations it is one of the more inclusive reviews. It also has a pre-assessment to help identify students weakness so they can improve on those aspects throughout the review. It also has a nice list of all major concepts, terms, and individuals that are relevant to Psychology.

How do they align with the curriculum scope and sequence and/or career pathways? It is aligned directly with College Boards AP Psychology standards.

Add any data that supports the need for these materials (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.). [Click here to enter text.](#)

Provide: Sample or Alternate Professional Review

Requisition Form

<https://www.barronseduc.com/> Link showing Barron's is a reputable source.

New Materials Proposal

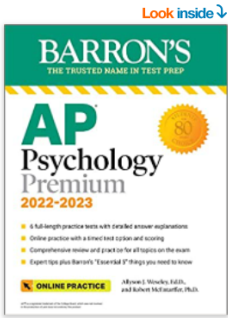
School District of Manawa

Cost:

AP Psychology Premium, 2022-2023: 6 Practice Tests + Comprehensive Review + Online Practice (Barron's Test Prep) Tenth Edition

by Allyson J. Weseley Ed.D. (Author), Robert McEntarffer Ph.D. (Author)

★★★★☆ 1,013 ratings



ISBN-13: 978-1506278513
ISBN-10: 1506278515
Why is ISBN important? ▾

Paperback \$20.64 **Other Sellers** See all 2 versions

Buy new: \$20.64

In Stock.

Ships from and sold by Amazon.com.

May be available at a lower price from other sellers, potentially without free Prime shipping.

List Price: \$29.99 Details
Save: \$9.35 (31%)
prime One-Day

FREE delivery Tomorrow, April 21.
Order within 9 hrs 18 mins

Deliver to Melanie - Manawa 54949

Qty: 1 ▾

Add to Cart

Buy Now

More Buying Choices New & Used (41) from \$16.64

Purchase as a consumable that the student uses and keeps at the conclusion of the course.

\$20.64 per book X 25 copies = \$516 per year



Students choosing to excel; realizing their strengths

To: Board of Education
From: Michelle Johnson, District Literacy Specialist
Date: 03/28/2021
Re: Literacy Materials Purchase Request

The purpose of this memo is to request the purchase of the Literacy Footprints. The Literacy Footprints classroom resource guides teachers through powerful planning for small group guided instruction. It provides various titles and specific targeted skills/vocabulary for student needs aligned to literacy behaviors. Each grade has leveled readers grounded in rigor and relevance.

At the initial time of adoption and board approval, the Literacy Footprints sets were purchased and implemented grades K-2. In alignment with strategic small group development and planning, a proposal of professional development for early summer with Cesa 6 aligns with the Literacy Footprints resources provided. On the Literacy Footprints website, this set provides, “authentic, original leveled text, lesson plans, and materials which are designed to foster and expand students’ literacy processing skills” for students at all reading levels.

Please consider the purchase of the Literacy Footprints sets grades 3-6 as an essential instructional tool used to increase effective literacy instruction and strategic small group instruction. Additionally, the 5-6 Literacy Footprints set will be used to support struggling students in the Literacy Resource Course in grades 6-8. Attached, is the requisition with prices included.



Pioneer Valley Books
 155A Industrial Dr.
 Northampton, MA 01060
 Phone: 888-482-3906
 Fax: 866-305-0431
 Tax ID: 04-3414244

Quote

#Q195691

03/14/2022

Bill To

Accounts Payable
 School District of Manawa
 800 BEECH ST
 MANAWA WI 54949-8664
 920-596-2525

Ship To

Danielle Brauer
 Manawa Elementary School
 800 Beech St
 Manawa WI 54949
 920-596-2559

| Expires | Sales Rep | Shipping Method |
|------------|---------------|-------------------|
| 07/30/2022 | Alison Garcia | Standard Shipping |

| Qty | SKU/ISBN | Item Name | Reg. Price | Disc. | Price | Amount |
|-----|---------------------------------------|---|------------|-------|------------|------------|
| 2 | Sight-Word-Box 978-1-60343-331-0 | Sight Word Box Set | \$22.00 | | \$22.00 | \$44.00 |
| 1 | WORD-STUDY-SET 978-1-60343-320-4 | Word Study Box Set | \$45.00 | | \$45.00 | \$45.00 |
| 1 | LFP-Kinder-Guide 978-1-60343-088-3 | Literacy Footprints Teaching Guide for Kindergarten | \$20.00 | | \$20.00 | \$20.00 |
| 1 | LFP-First-Guide 978-1-60343-097-5 | Literacy Footprints Teaching Guide for First Grade | \$20.00 | | \$20.00 | \$20.00 |
| 1 | LFP-Second-Guide 978-1-60343-108-8 | Literacy Footprints Teaching Guide for Second Grade (1st Ed.) | \$20.00 | | \$20.00 | \$20.00 |
| 1 | LFP-Third-CP | Literacy Footprints Third Grade Kit for the Classroom | \$2,025.00 | | \$2,025.00 | \$2,025.00 |
| | | Discount | | 10% | | -\$202.50 |
| 1 | LFP-3-TG02 | Literacy Footprints Teaching Guide for Third Grade (2nd Ed.) | \$20.00 | | \$20.00 | \$20.00 |
| 1 | LFP-Fourth-CP | Literacy Footprints Fourth Grade Kit for the Classroom | \$2,025.00 | | \$2,025.00 | \$2,025.00 |
| | | Discount | | 10% | | -\$202.50 |
| 1 | LFP-4-TG03 978-1-60343-421-8 | Literacy Footprints Teaching Guide for Fourth Grade (3rd Ed.) | \$20.00 | | \$20.00 | \$20.00 |
| 2 | LFP-Fifth-Sixth-CP | Literacy Footprints Upper Grades (5/6) Kit for the Classroom | \$2,400.00 | | \$2,400.00 | \$4,800.00 |
| | | Discount | | 10% | | -\$480.00 |
| 1 | LFP-56-TG 978-1-60343-362-4 | Literacy Footprints Teaching Guide for Fifth/Sixth Grade | \$20.00 | | \$20.00 | \$20.00 |
| 1 | LFP-IPL-INT | Literacy Footprints Partner for Intervention Lower | \$4,900.00 | | \$4,900.00 | \$4,900.00 |
| | | Discount | | 10% | | -\$490.00 |
| 4 | LFP-DR-TEACHER | Literacy Footprints Digital Reader, Teacher Access | \$20.00 | | \$20.00 | \$80.00 |
| | | Discount | | 100% | | -\$80.00 |



Q195691



Pioneer Valley Books
 155A Industrial Dr.
 Northampton, MA 01060
 Phone: 888-482-3906
 Fax: 866-305-0431
 Tax ID: 04-3414244

Quote

#Q195691

03/14/2022

| Qty | SKU/ISBN | Item Name | Reg. Price | Disc. | Price | Amount |
|-----|----------------|--|------------|-------|---------|-------------|
| 125 | LFP-DR-STUDENT | Literacy Footprints Digital Reader, Student Access | \$10.00 | | \$10.00 | \$1,250.00 |
| | | Discount | | 100% | | -\$1,250.00 |

Promotions Applied to this Order
 DISCOUNT | DR100

| | |
|-------------------------------------|-------------|
| Subtotal | \$12,584.00 |
| Tax | \$0.00 |
| Free Shipping & Handling | \$0.00 |
| Total | \$12,584.00 |

Quote Comments

Quote prepared for Danielle J Brauer. This quote is valid through 07/30/22. Please reference quote number when submitting PO to ensure that discounts are applied correctly.

Please note that starting April 1, 2021 we will be collecting tax for all states where it is applicable. If you are a tax exempt entity or organization, please submit your tax exemption certificate with your FEIN/TIN number or TID number. Exemptions may take up to 48 business hours to process.

This quote reflects annual subscriptions to the Digital Reader, valid from receipt of PO forward for one calendar year. A special discount has been applied for LFP classroom print kits being ordered. *If this order includes licenses being added to an active subscription, all licenses will expire one year from initial purchase.



Q195691



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

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 4/6/2022
Re: Stipend Eligibility Clarification

Recommendation

I recommend that all support staff that were employed by the SDM on September 10, 2021 and were continuously employed by the SDM through March 21, 2022, including those that had medical leaves of absence shall receive the \$250 stipend that was approved at the March 21, 2022 Board of Education meeting.

Rationale

The motion was made and passed at the March 21, 2022 Board of Education meeting to approve 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."

There are some support staff employee situations that I would like clarified before issuing the payments.

1. Employees that resigned before this stipend was approved. There are 4 individuals this applies to. The termination dates were 9/24/21, 9/30/21, 2/4/22, and 3/11/22.
I do not recommend these former employees receive the stipend.
2. Employees that were not employed with the SDM until after September 10, 2021. There are 3 individuals this applies to. The hire dates were 2/1/22, 2/8/22, and 2/22/22.
I do not recommend these new employees receive the stipend.
3. Employees that have been on leaves of absence, i.e. Family Medical Leave. There are 3 employees that have had 38, 49, and 49 days off due to medical leave. Between September 10 and March 21, there have been 117 student contact days.
I recommend these employees receive the stipend.





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

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 4/6/2022
Re: LWHS/MMS Custodial position – 2nd shift

Recommendation

I recommend adding a one-time, non-precedent setting \$1,000 bonus to the second shift custodial position at the Little Wolf High School/Manawa Middle School to be paid \$500 upon hire and \$500 upon completion of one year of employment as a custodian in the School District of Manawa.

Rationale

The second shift custodial position at the LWHS/MMS has been open since September 2021. The position is full-time and has a strong benefit package including enrollment in the Wisconsin Retirement System. Starting wage is in-line with similar positions in the area and there is the opportunity for wage increases each school year. Weekend work consists of checking the buildings approximately once per month during the winter; this usually takes about 1 hour. There is also the opportunity to work first shift when students are not present (i.e. in the summer and on breaks).

Despite the advantages to this position, there have been very few applicants. The \$1,000 bonus is to entice candidates to apply and work for at least a year.

Alternative Options

- Raise the starting wage for custodians from \$13.75 to \$15.00 per hour. To be fair, the custodians that have been employed by the SDM should receive a \$1.25 increase to their wage. This would cost the District \$9,300 more each year than what is currently budgeted for.
- The lowest starting wage for support staff is \$13.25 per hour. The District could decide to raise that starting wage to \$15.00 per hour. All support staff wages could then be increased by a \$1.75, costing the District approximately \$70,000 more each year.
- Increase the base wage for each job category to \$15.00 per hour and increase the pay on an individual basis by job category. For example, the starting wage for a clerical support staff member is \$14.25, this would increase to \$15.00 per hour and all employees that are categorized as clerical support will receive a \$0.75 increase. The problem with this option is what to do with job categories that are at or over \$15 per hour. Another problem is that all entry level jobs for the District would start at \$15 regardless of category. The cost of this option would be \$40,800.

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



3/28/2022

Hoffman Planning, Design & Construction, Inc.
P.O. Box 8034
Appleton, WI 54912

Attn: Matt McGregor
Re: Manawa School Site Lighting

Dear Matt,

Northland Electrical Services is pleased to provide Hoffman with the following quote for the electrical work associated with site lighting at the Manawa School. Included within our price is labor, materials and equipment to complete as listed in the scope below.

Option 1: Add (3) additional heads on existing poles \$4,010.00

- Purchase and install (3) new PRV-C25-D-UNV-T4-SA-BZ-MS/DIM-L40W Heads
- Purchase and install mounting hardware for 3rd head
- Lift rental included
- New poles not needed for this install
- Tap off existing power for new fixtures

Option 2: Add (5) wall packs on side of building \$8,025.00

- Purchase and install (5) DSXW2 LED 30C 700 40K TFTM 277 SF DDBXD Wall packs
- Install conduit and wire
- New lighting controls if needed is not included at this time
- Lift rental included
- Coordination with school for access to room

NOTE:

- No off hours included at this time
- Some material delays expected due to current economy

If you have any questions, please feel free to call me at (920)531-1197.

Sincerely,

Shane Schabo

Shane Schabo

Northland Electrical Services LLC

D-Series Size 2 LED Wall Luminaire



Buy American



d^{series}

Catalog Number

Notes

Type

Hit the Tab key or mouse over the page to see all interactive elements.

A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and system-level interoperability.

- All configurations of this luminaire meet the Acuity Brands' specification for chromatic consistency
- This luminaire is A+ Certified when ordered with DTL[®] controls marked by a **shaded background**. DTL DLL equipped luminaires meet the A+ specification for luminaire to photocontrol interoperability¹
- This luminaire is part of an A+ Certified solution for ROAM[®] or XPoint[™] Wireless control networks, providing out-of-the-box control compatibility with simple commissioning, when ordered with drivers and control options marked by a **shaded background**¹

To learn more about A+, visit www.acuitybrands.com/aplus.

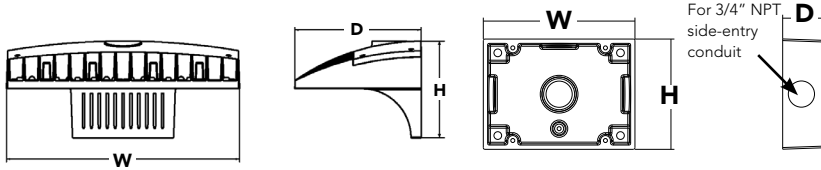
1. See ordering tree for details.
2. A+ Certified Solutions for ROAM require the order of one ROAM node per luminaire. Sold Separately: [Link to Roam](#); [Link to DTL DLL](#)

Specifications Luminaire

Width: 18-1/2" (47.0 cm) **Weight:** 21 lbs (9.5 kg)
Depth: 10" (25.4 cm)
Height: 7-5/8" (19.4 cm)

Back Box (BBW)

Width: 5-1/2" (14.0 cm) **BBW Weight:** 1 lbs (0.5 kg)
Depth: 1-1/2" (3.8 cm)
Height: 4" (10.2 cm)



A+ Capable options indicated by this color background.

Ordering Information

EXAMPLE: DSXW2 LED 30C 700 40K T3M MVOLT DBBTD

| DSXW2 LED | | Drive Current | | Color temperature | | Distribution | | Voltage | | Mounting | | Control Options | |
|-----------|------|-------------------------|------|----------------------------|-------|---------------------------------------|------|----------------------|--------------------|--|--------------------------|---|--|
| Series | LEDs | | | | | | | | | | | | |
| DSXW2 LED | 20C | 20 LEDs (two engines) | 350 | 350 mA | 30K | 3000 K | T2S | Type II Short | MVOLT ³ | Shipped included (blank) Surface mounting bracket Shipped separately⁶ BBW Surface-mounted back box (for conduit entry) | Shipped installed | | |
| | 30C | 30 LEDs (three engines) | 530 | 530 mA | 40K | 4000 K | T2M | Type II Medium | 120 ⁴ | | PE | Photoelectric cell, button type ⁷ | |
| | | | 700 | 700 mA | 50K | 5000 K | T3S | Type III Short | 208 ⁴ | | PER | NEMA twist-lock receptacle only (control ordered separately) ⁸ | |
| | | | 1000 | 1000 mA ¹ (1 A) | AMBPC | Amber phosphor converted ² | T3M | Type III Medium | 240 ⁴ | | PER5 | Five-wire receptacle only (control ordered separately) ^{8,9} | |
| | | | | | | | T4M | Type IV Medium | 277 ⁴ | | PER7 | Seven-wire receptacle only (control ordered separately) ^{8,9} | |
| | | | | | | | TFTM | Forward Throw Medium | 347 ^{4,5} | | DMG | 0-10v dimming wires pulled outside fixture (for use with an external control, ordered separately) | |
| | | | | | | | | | 480 ^{4,5} | | PIR | 180° motion/ambient light sensor, <15' mtg ht ^{10,11} | |
| | | | | | | | | | | | PIRH | 180° motion/ambient light sensor, 15-30' mtg ht ^{10,11} | |
| | | | | | | | | | | | PIR1FC3V | Motion/ambient sensor, 8-15' mounting height, ambient sensor enabled at 1fc ^{11,12} | |
| | | | | | | | | | | | PIRH1FC3V | Motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 1fc ^{11,12} | |

select color most that would blend with the wall

| Other Options | | Finish (required) | | | | | | | |
|--------------------------|---|--|-----------------------|-------|------------------|--------|---------------------------|--------|--------------------|
| Shipped installed | | Shipped separately¹³ | | | | | | | |
| SF | Single fuse (120, 277, 347V) ³ | BSW | Bird-deterrent spikes | DDBXD | Dark bronze | DSSXD | Sandstone | DWHGXD | Textured white |
| DF | Double fuse (208, 240, 480V) ³ | VG | Vandal guard | DBLXD | Black | DBBTD | Textured dark bronze | DSSTXD | Textured sandstone |
| HS | House-side shield ⁴ | | | DNAXD | Natural aluminum | DBLBXD | Textured black | | |
| SPD | Separate surge protection ¹³ | | | DWHXD | White | DNATXD | Textured natural aluminum | | |



Ordering Information

Accessories

Ordered and shipped separately.

| | |
|--------------------|---|
| DLL127F 1.5 JU | Photozell - SSL twist-lock (120-277V) ¹⁴ |
| DLL347F 1.5 CUL JU | Photozell - SSL twist-lock (347V) ¹⁴ |
| DLL480F 1.5 CUL JU | Photozell - SSL twist-lock (480V) ¹⁴ |
| DSHORT SBK U | Shorting cap (Included when ordering PER, PERS or PER7) ¹⁴ |
| DSXWHS U | House-side shield (one per light engine) |
| DSXWBSW U | Bird-deterrent spikes |
| DSXW2VG U | Vandal guard accessory |
| DSXW2BBW | Back box accessory |
| DBBXDU U | (specify finish) |

For more control options, visit [DTL](#) and [ROAM](#) online.

NOTES

- 1000mA is not available with AMBPC.
- AMBPC is not available with 1000mA.
- MVOLT driver operates on any line voltage from 120-277V (50/60 Hz).
- Single fuse (SF) requires 120, 277 or 347 voltage option. Double fuse (DF) requires 208, 240 or 480 voltage option.
- Available with 30 LED/700mA options only (DSXW2 LED 30C 700). DMG option not available.
- Also available as a separate accessory; see Accessories information.
- Photocontrol (PE) requires 120, 208, 240, 277 or 347 voltage option. Not available with motion/ambient light sensors (PIR or PIRH).
- Photozell ordered and shipped as a separate line item from Acuity Brands Controls. See accessories. Shorting Cap included.
- If ROAM® node required, it must be ordered and shipped as a separate line item from Acuity Brands Controls. Shorting Cap included.
- Reference Motion Sensor table on page 3.
- Reference PER Table on page 3 for functionality.
- PIR and PIR1FC3V specify the [SensorSwitch SBGR-10-ODP](#) control; PIRH and PIRH1FC3V specify the [SensorSwitch SBGR-6-ODP](#) control; see [Motion Sensor Guide](#) for details. Dimming driver standard. Not available with PER5 or PER7. Separate on/off required.
- See the electrical section on page 2 for more details.
- Requires luminaire to be specified with PER option. Ordered and shipped as a separate line item. See PER Table.

Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for performance data on any configurations not shown here.

| LEDs | Drive Current (mA) | System Watts | Dist. Type | 30K | | | | | 40K | | | | | 50K | | | | |
|------------------|--------------------|--------------|------------|--------|---|---|---|-----|--------|---|---|---|-----|--------|---|---|---|-----|
| | | | | Lumens | B | U | G | LPW | Lumens | B | U | G | LPW | Lumens | B | U | G | LPW |
| 20C (20 LEDs) | 350 mA | 25W | T2S | 2,783 | 1 | 0 | 1 | 111 | 2,989 | 1 | 0 | 1 | 120 | 3,008 | 1 | 0 | 1 | 120 |
| | | | T2M | 2,709 | 1 | 0 | 1 | 108 | 2,908 | 1 | 0 | 1 | 116 | 2,926 | 1 | 0 | 1 | 117 |
| | | | T3S | 2,748 | 1 | 0 | 1 | 110 | 2,951 | 1 | 0 | 1 | 118 | 2,969 | 1 | 0 | 1 | 119 |
| | | | T3M | 2,793 | 1 | 0 | 1 | 112 | 2,999 | 1 | 0 | 1 | 120 | 3,018 | 1 | 0 | 1 | 121 |
| | | | T4M | 2,756 | 1 | 0 | 1 | 110 | 2,959 | 1 | 0 | 1 | 118 | 2,977 | 1 | 0 | 1 | 119 |
| | | | TFTM | 2,753 | 1 | 0 | 1 | 110 | 2,956 | 1 | 0 | 1 | 118 | 2,975 | 1 | 0 | 1 | 119 |
| | 530 mA | 36W | T2S | 4,030 | 1 | 0 | 1 | 112 | 4,327 | 1 | 0 | 1 | 120 | 4,354 | 1 | 0 | 1 | 121 |
| | | | T2M | 3,920 | 1 | 0 | 1 | 109 | 4,210 | 1 | 0 | 1 | 117 | 4,236 | 1 | 0 | 1 | 118 |
| | | | T3S | 3,978 | 1 | 0 | 1 | 111 | 4,272 | 1 | 0 | 1 | 119 | 4,299 | 1 | 0 | 1 | 119 |
| | | | T3M | 4,044 | 1 | 0 | 2 | 112 | 4,343 | 1 | 0 | 2 | 121 | 4,370 | 1 | 0 | 2 | 121 |
| | | | T4M | 3,990 | 1 | 0 | 1 | 111 | 4,284 | 1 | 0 | 1 | 119 | 4,310 | 1 | 0 | 1 | 120 |
| | | | TFTM | 3,987 | 1 | 0 | 1 | 111 | 4,281 | 1 | 0 | 1 | 119 | 4,308 | 1 | 0 | 1 | 120 |
| | 700 mA | 47W | T2S | 5,130 | 1 | 0 | 1 | 109 | 5,509 | 1 | 0 | 1 | 117 | 5,544 | 1 | 0 | 1 | 118 |
| | | | T2M | 4,991 | 1 | 0 | 2 | 106 | 5,360 | 1 | 0 | 2 | 114 | 5,393 | 1 | 0 | 2 | 115 |
| | | | T3S | 5,066 | 1 | 0 | 1 | 108 | 5,440 | 1 | 0 | 1 | 116 | 5,474 | 1 | 0 | 1 | 116 |
| | | | T3M | 5,148 | 1 | 0 | 2 | 110 | 5,529 | 1 | 0 | 2 | 118 | 5,563 | 1 | 0 | 2 | 118 |
| | | | T4M | 5,080 | 1 | 0 | 2 | 108 | 5,455 | 1 | 0 | 2 | 116 | 5,488 | 1 | 0 | 2 | 117 |
| | | | TFTM | 5,075 | 1 | 0 | 2 | 108 | 5,450 | 1 | 0 | 2 | 116 | 5,484 | 1 | 0 | 2 | 117 |
| | 1000 mA | 73W | T2S | 7,147 | 2 | 0 | 2 | 98 | 7,675 | 2 | 0 | 2 | 105 | 7,723 | 1 | 0 | 1 | 104 |
| | | | T2M | 6,954 | 2 | 0 | 2 | 95 | 7,467 | 2 | 0 | 2 | 102 | 7,514 | 2 | 0 | 2 | 103 |
| | | | T3S | 7,057 | 1 | 0 | 2 | 97 | 7,579 | 1 | 0 | 2 | 104 | 7,627 | 1 | 0 | 2 | 104 |
| | | | T3M | 7,172 | 2 | 0 | 3 | 98 | 7,702 | 2 | 0 | 3 | 106 | 7,751 | 2 | 0 | 3 | 106 |
| | | | T4M | 7,076 | 1 | 0 | 2 | 97 | 7,599 | 1 | 0 | 2 | 104 | 7,646 | 1 | 0 | 2 | 105 |
| | | | TFTM | 7,071 | 1 | 0 | 2 | 97 | 7,594 | 1 | 0 | 2 | 104 | 7,641 | 1 | 0 | 2 | 105 |
| 30C (30 LEDs) | 350 mA | 36W | T2S | 4,160 | 1 | 0 | 1 | 116 | 4,467 | 1 | 0 | 1 | 124 | 4,494 | 1 | 0 | 1 | 125 |
| | | | T2M | 4,048 | 1 | 0 | 1 | 112 | 4,346 | 1 | 0 | 2 | 121 | 4,373 | 1 | 0 | 2 | 121 |
| | | | T3S | 4,108 | 1 | 0 | 1 | 114 | 4,411 | 1 | 0 | 1 | 123 | 4,438 | 1 | 0 | 1 | 123 |
| | | | T3M | 4,174 | 1 | 0 | 2 | 116 | 4,483 | 1 | 0 | 2 | 125 | 4,510 | 1 | 0 | 2 | 125 |
| | | | T4M | 4,119 | 1 | 0 | 1 | 114 | 4,423 | 1 | 0 | 2 | 123 | 4,450 | 1 | 0 | 2 | 124 |
| | | | TFTM | 4,115 | 1 | 0 | 1 | 114 | 4,419 | 1 | 0 | 1 | 123 | 4,446 | 1 | 0 | 1 | 124 |
| | 530 mA | 54W | T2S | 6,001 | 1 | 0 | 1 | 111 | 6,444 | 1 | 0 | 1 | 119 | 6,484 | 1 | 0 | 1 | 120 |
| | | | T2M | 5,838 | 1 | 0 | 2 | 108 | 6,270 | 2 | 0 | 2 | 116 | 6,308 | 2 | 0 | 2 | 117 |
| | | | T3S | 5,926 | 1 | 0 | 2 | 110 | 6,364 | 1 | 0 | 2 | 118 | 6,403 | 1 | 0 | 2 | 119 |
| | | | T3M | 6,023 | 1 | 0 | 2 | 112 | 6,467 | 1 | 0 | 2 | 120 | 6,507 | 1 | 0 | 2 | 121 |
| | | | T4M | 5,942 | 1 | 0 | 2 | 110 | 6,380 | 1 | 0 | 2 | 118 | 6,420 | 1 | 0 | 2 | 119 |
| | | | TFTM | 5,937 | 1 | 0 | 2 | 110 | 6,376 | 1 | 0 | 2 | 118 | 6,415 | 1 | 0 | 2 | 119 |
| | 700 mA | 71W | T2S | 7,403 | 2 | 0 | 2 | 104 | 8,170 | 2 | 0 | 2 | 115 | 8,221 | 2 | 0 | 2 | 116 |
| | | | T2M | 7,609 | 2 | 0 | 2 | 107 | 7,949 | 2 | 0 | 2 | 112 | 7,998 | 2 | 0 | 2 | 113 |
| | | | T3S | 7,513 | 1 | 0 | 2 | 106 | 8,068 | 1 | 0 | 2 | 114 | 8,118 | 1 | 0 | 2 | 114 |
| | | | T3M | 7,635 | 2 | 0 | 3 | 108 | 8,199 | 2 | 0 | 3 | 115 | 8,250 | 2 | 0 | 3 | 116 |
| | | | T4M | 7,534 | 1 | 0 | 2 | 106 | 8,089 | 1 | 0 | 2 | 114 | 8,140 | 1 | 0 | 2 | 115 |
| | | | TFTM | 7,527 | 1 | 0 | 2 | 106 | 8,082 | 2 | 0 | 2 | 114 | 8,134 | 2 | 0 | 2 | 115 |
| | 1000 mA | 109W | T2S | 10,468 | 2 | 0 | 2 | 96 | 11,241 | 2 | 0 | 2 | 103 | 11,311 | 2 | 0 | 2 | 104 |
| | | | T2M | 10,184 | 2 | 0 | 3 | 93 | 10,936 | 2 | 0 | 3 | 100 | 11,005 | 2 | 0 | 3 | 101 |
| | | | T3S | 10,335 | 2 | 0 | 2 | 95 | 11,099 | 2 | 0 | 2 | 102 | 11,169 | 2 | 0 | 2 | 102 |
| | | | T3M | 10,505 | 2 | 0 | 3 | 96 | 11,280 | 2 | 0 | 3 | 103 | 11,351 | 2 | 0 | 3 | 104 |
| | | | T4M | 10,365 | 2 | 0 | 2 | 95 | 11,129 | 2 | 0 | 2 | 102 | 11,198 | 2 | 0 | 2 | 103 |
| | | | TFTM | 10,356 | 2 | 0 | 2 | 95 | 11,121 | 2 | 0 | 3 | 102 | 11,190 | 2 | 0 | 3 | 103 |

Note:

Available with phosphor-converted amber LED's (nomenclature AMBPC). These LED's produce light with 97+% >530 nm. Output can be calculated by applying a 0.7 factor to 4000 K lumen values and photometric files.



Performance Data

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

| Ambient | | Lumen Multiplier |
|-------------|-------------|------------------|
| 0°C | 32°F | 1.02 |
| 10°C | 50°F | 1.01 |
| 20°C | 68°F | 1.00 |
| 25°C | 77°F | 1.00 |
| 30°C | 86°F | 1.00 |
| 40°C | 104°F | 0.98 |

Electrical Load

| LEDs | Drive Current (mA) | System Watts | Current (A) | | | | | |
|------|--------------------|--------------|-------------|------|------|------|------|------|
| | | | 120V | 208V | 240V | 277V | 347V | 480V |
| 20C | 350 | 25 W | 0.23 | 0.13 | 0.12 | 0.10 | - | - |
| | 530 | 36 W | 0.33 | 0.19 | 0.17 | 0.14 | - | - |
| | 700 | 47 W | 0.44 | 0.25 | 0.22 | 0.19 | - | - |
| | 1000 | 74 W | 0.68 | 0.39 | 0.34 | 0.29 | - | - |
| 30C | 350 | 36 W | 0.33 | 0.19 | 0.17 | 0.14 | - | - |
| | 530 | 54 W | 0.50 | 0.29 | 0.25 | 0.22 | - | - |
| | 700 | 71 W | 0.66 | 0.38 | 0.33 | 0.28 | 0.23 | 0.16 |
| | 1000 | 109 W | 1.01 | 0.58 | 0.50 | 0.44 | - | - |

Projected LED Lumen Maintenance

Data references the extrapolated performance projections for the **DSXW2 LED 30C 1000** platform in a **25°C ambient**, based on 10,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

| Operating Hours | 0 | 25,000 | 50,000 | 100,000 |
|--------------------------|-----|--------|--------|---------|
| Lumen Maintenance Factor | 1.0 | 0.95 | 0.92 | 0.87 |

Motion Sensor Default Settings

| Option | Dimmed State | High Level (when triggered) | Photocell Operation | Dwell Time | Ramp-up Time | Ramp-down Time |
|------------------------|-----------------|-----------------------------|---------------------|------------|--------------|----------------|
| PIR or PIRH | 3V (37%) Output | 10V (100%) Output | Enabled @ 5FC | 5 min | 3 sec | 5 min |
| *PIR1FC3V or PIRH1FC3V | 3V (37%) Output | 10V (100%) Output | Enabled @ 1FC | 5 min | 3 sec | 5 min |

*For use when motion sensor is used as dusk to dawn control

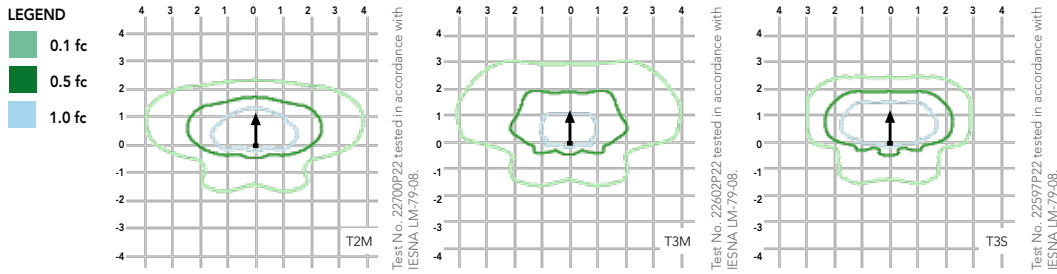
PER Table

| Control | PER (3 wire) | PER5 (5 wire) | | PER7 (7 wire) | | |
|----------------------------|--------------|---------------|----------------------------------|---------------|----------------------------------|-----------------------------|
| | | | Wire 4/Wire5 | | Wire 4/Wire5 | Wire 6/Wire7 |
| Photocontrol Only (On/Off) | ✓ | ⚠ | Wired to dimming leads on driver | ⚠ | Wired to dimming leads on driver | Wires Capped inside fixture |
| ROAM | ⊘ | ✓ | Wired to dimming leads on driver | ⚠ | Wired to dimming leads on driver | Wires Capped inside fixture |
| ROAM with Motion | ⊘ | ⚠ | Wired to dimming leads on driver | ⚠ | Wired to dimming leads on driver | Wires Capped inside fixture |
| Futureproof* | ⊘ | ⚠ | Wired to dimming leads on driver | ✓ | Wired to dimming leads on driver | Wires Capped inside fixture |
| Futureproof* with Motion | ⊘ | ⚠ | Wired to dimming leads on driver | ✓ | Wired to dimming leads on driver | Wires Capped inside fixture |

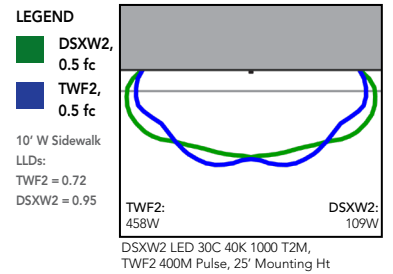
- ✓ Recommended
- ⊘ Will not work
- ⚠ Alternate

*Futureproof means: Ability to change controls in the future.

Isofootcandle plots for the DSXW2 LED 30C 1000 40K. Distances are in units of mounting height (25').



Distribution overlay comparison to 400W metal halide.



FEATURES & SPECIFICATIONS

INTENDED USE

The energy savings, long life and easy-to-install design of the D-Series Wall Size 2 make it the smart choice for building-mounted doorway and pathway illumination for nearly any facility.

CONSTRUCTION

Two-piece die-cast aluminum housing has integral heat sink fins to optimize thermal management through conductive and convective cooling. Modular design allows for ease of maintenance. The LED driver is mounted to the door to thermally isolate it from the light engines for low operating temperature and long life. Housing is completely sealed against moisture and environmental contaminants (IP65).

FINISH

Exterior parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures a minimum 3 mils thickness for a finish that can withstand extreme climate changes without cracking or peeling. Available in textured and non-textured finishes.

OPTICS

Precision-molded proprietary acrylic lenses provide multiple photometric distributions tailored specifically to building mounted applications. Light engines are available in 3000 K (70 min. CRI), 4000 K (70 min. CRI) or 5000 K (70 min. CRI) configurations.

ELECTRICAL

Light engine(s) consist of 10 high-efficacy LEDs mounted to a metal-core circuit board to maximize heat dissipation and promote long life (L87/100,000 hrs at 25°C). Class 1 electronic drivers have a power factor >90%, THD <20%, and a minimum 2.5KV surge rating. When ordering the SPD option, a separate surge protection device is installed within the luminaire which meets a minimum Category C Low (per ANSI/IEEE C62.41.2).

INSTALLATION

Included universal mounting bracket attaches securely to any 4" round or square outlet box for quick and easy installation. Luminaire has a slotted gasket wireway and attaches to the mounting bracket via corrosion-resistant screws.

LISTINGS

CSA certified to U.S. and Canadian standards. Rated for -40°C minimum ambient.

DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org to confirm which versions are qualified.

BUY AMERICAN

This product is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT. Please refer to www.acuitybrands.com/resources/buy-american for additional information.

WARRANTY

Five-year limited warranty. Complete warranty terms located at www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx.

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.



| | |
|---------|---|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS |
| Code | po5722 - Current Policy with Additions |
| Status | First Reading |
| Adopted | June 20, 2016 |

5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, school-sponsored student media shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term publication shall include distribution, transmission, and dissemination of a student publication regardless of its medium. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, apps and services (as defined in Bylaw 0100, webpages/sites, weblogs ('Blogs'), video or audio clips, (postings of social media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, text, wireless broadcast, or other similar distribution/dissemination).

The term performance shall include presentation and broadcast of a student production. Student productions shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not limited to, radio and television programs, videoblogs (vlogs), podcasts, social media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available broadcast technology) and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available broadcast technology).

For purposes of this policy, school community is defined to include students, Board employees (i.e., administrators, and professional and support staff), parent/family members and other individuals who are invited by the District Administrator or authorized or otherwise permitted by the District Administrator to view a performance or receive directly from the District a publication and those who have been issued credentials to access the District's secure portal.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the District Administrator may authorize specific nonpublic forum student expression to be published/performed outside the school community (i.e., to the general public). A teacher, student, or group of students who wish to have nonpublic forum student expression published/performed outside the school community

must submit to the District Administrator a request for prior written approval for such publication/performance. See Board Policy 9160 – Public Attendance at School Events.

~~The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent to public expression of ideas and dissemination of information in our democratic society.~~

~~For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production. The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.~~

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may **further** prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community, (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance. ~~The Board expressly authorizes the publication/performance of student media outside the school community (i.e. to the general public). See Board Policy 9160.~~

The building principal shall designate one or more professional staff members to serve as advisors for the purpose of establishing guidelines for appropriate subject matter for publication and with responsibility for compliance with established guidelines. The staff member shall review proposed content and promptly notify the student writers whether their proposed article will or will not be published.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in some school-sponsored student publications/productions as determined by the building administrator.

Advertisements submitted for publication or inclusion in a **publication or** production shall be reviewed by the building principal for a determination that they are appropriate for juveniles. The District Administrator retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board.

© Neola 2012

Last Modified by Melanie J Oppor on April 21, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | Copy of SCHOOL-SPONSORED STUDENT PUBLICATIONS AND PRODUCTIONS |
| Code | ag5722 - Review - Admin. Team/Board - HOLD |
| Status | First Reading |
| Adopted | August 20, 2018 |

5722 - **SCHOOL-SPONSORED STUDENT PUBLICATIONS AND PRODUCTIONS**

In general, the objectives of school-sponsored student publications and productions are to:

- A. communicate to those who are actively interested in the school – i.e., students, teachers, parents, administration, alumni, and other members of the school community;
- B. provide vehicles for the expression of student thought and action and to act as catalysts for helping students realize goals and objectives;
- C. create a wholesome school spirit and to support the best traditions of the school;
- D. promote and encourage school-sponsored activities;
- E. provide training in useful and purposeful writing, speaking, artwork, photography, and layout;
- F. create a desire for the best forms of journalism or theatrical production, both in and out of school;
- G. record in permanent form the history of the school;
- H. promote cooperation among taxpayers, parents, the school, and its students.

In implementing Board of Education Policy 5722, the following guidelines are applicable:

- A. Under those circumstances when the school-sponsored student media is subject to prior review and restraint, the following school officials are designated to conduct the prior review/restraint:
 - 1. Class/Activity Advisor
 - 2. Building principal
 - 3. District Administrator

Prior review involves the practice of a school official reading or previewing a student publication/production prior to its publication/performance. Prior restraint involves the practice of a school official – after reading or previewing the material – taking action to modify, inhibit, ban or restrain some or all of the style and/or content of the student publication/production prior to its scheduled publication/performance.

The reviewing school official may regulate the style and/or restrict the content of the student publication/production for legitimate pedagogical, school-related reasons. Any such prior review and restraint shall be conducted in a reasonable manner that is neutral as to the viewpoint of the speaker.

If an article/posting/publication/production is published/performed without being reviewed in advance and approved, the students involved in the unauthorized publication/performance may be disciplined.

B. Students who work on school-sponsored student media shall:

1. **determine the content of the school-sponsored student media publication/production (if the publication/production has been identified as a limited-purpose public forum);**
2. **if the student publication/production has been identified as a limited-purpose public forum, in the case of editorials or letters to the editor concerning controversial issues, determine the need for rebuttal;**
3. **endeavor to produce articles/postings/publications/productions media based upon professional standards of accuracy, objectivity and fairness;**
4. **comply with all State and Federal laws;**
5. **check and verify all facts and verify the accuracy of all quotations;**
6. **review and edit material to improve sentence structure, grammar, spelling and punctuation.**

C. Excellence in writing and/or speaking will be sought and the ethics of responsible journalism and/or literary merit will determine what will be published/performed. Presentation of facts or ideas is to be based on careful research.

D. Students shall have the right to express their views and attitudes on all issues provided the speech is not: 1) defamatory, libelous, obscene or harmful to juveniles; 2) reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; 3) an infringement upon the privacy or rights of others; 4) a violation of copyright law; 5) a promotion of unlawful (illegal) activities, products or services as defined by State or Federal law; or 6) otherwise a violation of school policy and/or State or Federal law.

E. Language, pictures, music, or symbols that are obscene, libelous or protected by copyright and/or trademark are prohibited.

F. School publications/productions shall not promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or questions submitted at any election.

G. Advertisements shall reflect the spirit of these guidelines. Advertisements shall not be accepted that encourage or advocate violence or disregard of the law, promote the sale of any substance the use of which is prohibited by law (such as drugs and alcohol or of any paraphernalia associated with sex or drugs), any item that would be offensive to a significant population of the school community, or items not in keeping with school purposes or that violate State or Federal law.

H. All school-sponsored student publications and productions are subject to prior review by the class/activity advisor(s) and/or building principal.

I. The following types of student expression are not protected (i.e. such expression is subject to prior review and restraint, and/or disciplinary action subsequent to its publication/performance):

1. Expression that is obscene, harmful to juveniles and/or considered a sex offense under State or Federal law. "Harmful to juveniles" is defined as material or performance describing or representing nudity, sexual conduct, sexual excitement, or sadomasochistic abuse in any form to which all of the following apply:
 - a. the material or performance, when considered as a whole, appeals to the prurient interest of juveniles in sex;
 - b. the material or performance is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for juveniles; and
 - c. the material or performance, when considered as a whole, lacks serious literary, artistic, political, and scientific value for juveniles.
2. Expression that is defamatory (i.e., speech that is libelous or slanderous). Libelous statements are provably false and unprivileged statements of fact that demonstrate injury to an individual's or business's reputation in the community. If the allegedly false statement involves a "public figure" or a "public official" the statement must be published "with actual malice" to constitute libel (i.e., the speaker knew the statement was false or the speaker published it with reckless disregard of the truth and/or without trying to verify the truthfulness of the statement). If the allegedly false statement involves an individual who is not a public figure or public official, libel occurs if the speaker published

the statement willfully or negligently (i.e., the speaker failed to exercise reasonably prudent care when publishing the statement).

3. Expression that will cause or is reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process, and/or an infringement upon the privacy and/or rights of others. For a school-sponsored student publication/production~~student media~~ to be considered disruptive, specific facts must exist upon which one could reasonably forecast that a likelihood of immediate, substantial material disruption to normal school activity or the educational process would occur if the publication or production is published/performed or has occurred as a result of the publication's or production's publication/performance. Mere undifferentiated fear or apprehension of disturbance is not enough; school administrators must be able affirmatively to show specific facts that reasonably support a forecast of likely disruption. In determining whether student media is disruptive, consideration should be given to the context of the publication/performance as well as the content of the material. In this regard, consideration should be given to past experience in the school with similar material, in dealing with and supervising the students in the school, current events influencing student attitudes and behavior, and whether there have been any instances of actual or threatened disruption prior to or contemporaneously with the publication/performance of the school-sponsored student media in question.

The duties of the faculty advisor and assistant advisors shall be to:

- A. serve in a liaison capacity between the publication/production's staff and the faculty and administration;
- B. establish criteria and standards by which students can assess the quality of their publication/production and their techniques;
- C. instruct members of the publication/production's staff in proper journalistic, literary, theatrical and/or broadcast techniques;
- D. advise, suggest, and edit syntax and punctuation when necessary;
- E. advise, counsel and supervise the editing process;
- F. interpret the foregoing guidelines (subject to final interpretation by the building principal or District Administrator).

[X] Monitoring Postings on School-Sponsored Student Media

~~Student (-X)~~ Staff who are charged with monitoring comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media shall fulfill their responsibility by verifying the age-appropriateness of the material, whether the comment includes unprotected speech, and whether the comment complies with posted rules for use of the forum and the platform/site's applicable terms of service. (→)

[X] Prior to monitoring comments posted to District-approved Social Media, the ~~students (X-)~~ staff shall delineate the circumstances under which a comment will be removed and/or a reason to have their rights to post comments in the future restricted, suspended or terminated. (→)

[X] The following content shall be removed:

- A. comments that contain profanity;
- B. comments that use language that is libelous, defamatory, obscene, threatening, offensive, demeaning, derogatory, disparaging, or abusive;
- C. comments that violate the Board's policies against discrimination and/or harassment based upon Protected Classes and/or that constitute hate-speech;
- D. comments that are off-topic;
- E. comments that encourage or support illegal activity;
- F. comments that contain material protected by copyright without the permission of the copyright owner;
- G. comments that violate a person's privacy rights and/or disclose protected information, including personally identifiable information (See also Policy 8330);
- H. comments that contain commercial messages.

~~{DRAFTING NOTE: SELECT EITHER OPTION #1 OR OPTION #2}~~

[X] OPTION #1

The Class/Activity Advisor will provide guidance and/or instruction to the students as they determine whether a person who posted an inappropriate comment should have the person's right to post future comments restricted, suspended or terminated.

~~[] OPTION #2~~

~~The Class/Activity Advisor will determine whether a specific comment needs to be removed and/or whether a person who posted an inappropriate comment should have the person's right to post future comments restricted, suspended or terminated.~~

~~[END OF OPTION #1 AND OPTION #2]~~

[X] When a comment is removed and/or a person's ability to post comments in the future is restricted, suspended or terminated, the ~~students~~ (X) Class/Activity Advisor who are responsible for making the determination to remove the comment or restrict the person's ability to post comments in the future shall memorialize the decision and the rationale for the decision in writing. The written explanation shall be attached to a written copy of the comment that was removed or that resulted in the person's future posting rights being restricted, suspended or terminated. If a person's right to post future comments is restricted, suspended or terminated, the ~~()~~students (X) Class/Activity Advisor will communicate, in writing, the decision to the person. ~~()~~

[X] If possible, the ~~students~~ (X) Class/Activity Advisor will notify, in writing, any person whose posting is removed, including the reason why the posting was removed. ~~()~~

[X] The documentation associated with the removal of a posting and/or the restricting, suspending or terminating of a person's ability to post in the future must be provided to the Class/Activity Advisor who will retain it for a period of 1 year after student graduates or leaves school system unless extended by consent. _____ years. [DRAFTING NOTE: Check for any associated records retention requirements and Policy 8315 – Information Management regarding litigation hold procedures.]

[X] Publishing Comments in School-Sponsored Student Media

[X] ~~()~~ Students (X) Staff who are charged with determining whether to publish a comment that was submitted in response to content in a school-sponsored student publication/production shall fulfill their responsibility by verifying the age-appropriateness of the material, whether the comment includes unprotected speech, and whether the comment complies with established/published rules for use of the student media.

[X] Prior to deciding whether to publish a comment submitted in response to content in a school-sponsored student publication/production, the ~~()~~students (X) staff shall delineate the criteria that will be used to decide which comments will be published.

[X] The following content will not be published:

- A. comments that contain profanity;
- B. comments that use language that is libelous, defamatory, obscene, threatening, offensive, demeaning, derogatory, disparaging, or abusive;
- C. comments that violate the Board's policies against discrimination and/or harassment based upon Protected Classes and/or that constitute hate-speech;
- D. comments that are off topic;
- E. comments that encourage or support illegal activity;
- F. comments that contain material protected by copyright without the permission of the copyright owner;
- G. comments that violate a person's privacy rights and/or disclose protected information, including personally identifiable information (See also Policy 8330);
- H. comments that contain commercial messages.

~~[DRAFTING NOTE: Select either Option 3 or Option 4]~~

[X] OPTION #3

The Class/Activity Advisor will provide guidance and/or instruction to the students as they determine which comments to publish.

~~#4 [] OPTION~~

~~The Class/Activity Advisor will decide which comments to publish.~~

~~#4][END OF OPTION #3 ADOPTION~~



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | FMLA LEAVE |
| Code | ag3430.01 |
| Status | First Reading |

NEW GUIDELINE - VOL. 31, NO. 1

3430.01 - 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.**~~

© Neola 2021

Last Modified by Melanie J Oppor on April 22, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | FMLA LEAVE |
| Code | ag4430.01 |
| Status | First Reading |

NEW GUIDELINE - VOL. 31, NO. 1

4430.01 - 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.**~~

© Neola 2021

Last Modified by Melanie J Oppor on April 22, 2022



| | |
|---------|---|
| Book | Administrative Guideline Manual |
| Section | For Review - Administrative Guidelines - Vol. 31, No. 1 |
| Title | FMLA LEAVE |
| Code | ag1630.01 |
| Status | Second 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.**~~

© Neola 2021

Last Modified by Melanie Oppor on March 24, 2022



| | |
|--------------|--|
| Book | Policy Manual |
| Section | For Board Review - Vol. 31, No. 1 |
| Title | Copy of GRADUATION REQUIREMENTS |
| Code | po5460 - Guidelines Integrated - For April Meeting |
| Status | First Reading |
| Adopted | June 20, 2016 |
| Last Revised | February 28, 2022 |

5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

~~High School courses taken by middle school students shall appear on the student's high school transcript, along with the grade received however the grade and class will not be factored into the student's high school grade point average. (See Below).~~

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

A student must meet the following graduation requirements in order to be eligible to receive a Little Wolf High School diploma:

- A. Students must attend high school for eight (8) semesters. Students may be eligible for early graduation in accordance with established policies and procedures. Students may have this requirement waived if the early graduation procedures established in the rules are followed.
- B. In accordance with State law, a board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7)(e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.
- C. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of 24 credits for the Class of 2023 and 25 credits for the Class of 2024 and beyond in grades 9 through 12 to include :

| | |
|---|-------------|
| English | 4 credits |
| Social Studies | 3 credits |
| Physical Education | 1 ½ credits |
| Health | ½ credit |
| Math | 3 credits |
| Science | 3 credits |
| Financial Literacy/Employability Skills | 1/2 credit |
| Electives for 2023 | 8.5 credits |
| Electives for 2024 and beyond | 9.5 credits |

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student must also have participated in a curriculum relating to financial literacy in order to earn a diploma.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit. **If the Board approves a career and technical education course as qualifying for mathematics and/or science credit, any student may satisfy a total of one credit of required science and/or mathematics credits through the Board-approved career and technical education course.**

The Board does permit students to earn credit by demonstrating competency or creating a learning portfolio. A student shall not earn more than half (1/2) of the required credits through this process.

All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.

D. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements). The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

E. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma

A post-high school candidate is a student who is less than twenty-two (22) years of age at the time of their requested re-enrollment and whose class has previously graduated. District Administrator approval is required for all students who are twenty-two (22) years of age or older.

Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not the requirements that previously existed for the class of which s/he was a member.

F. Post-Secondary Course Work

Post-secondary course work to be applied toward a high school diploma must be taken through

1. correspondence/online school.

Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.

2. accredited college/technical college.

Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:

- a. The college/technical college course is not a duplicate of a high school course.
- b. If the course is a logical next step course in the subject sequence and is not offered in any form by the high school.
- c. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above-described course work will be based upon and follow the policies established via the Early College Credit Program (ECCP).

G. Attendance

Current seniors, like all students, must comply with all attendance expectations as set forth in the district's Attendance/Tuancy Plan. A senior identified as truant during their last semester of coursework will not be permitted to participate in the graduation ceremony.

H. School Program Obligations

All fees, fines, detentions, and similar obligations arising from student participation in school programming must be fulfilled

before the student can participate in the commencement ceremony.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

Graduation Credit as a Middle School Student

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

High School courses taken by middle school students shall appear on the student's high school transcript, along with the grade received however the grade and class will not be factored into the student's high school grade point average.

Courses qualifying for high school credit may be taken at the District High School or through Distance Learning/online options when those options are deemed appropriate by the administration. Where classes are held at the high school, appropriate transportation shall be arranged by the student's parent with the principal prior to a student being enrolled in an approved high school course. Students are eligible to acquire as many high school credits as are available and for which the student qualifies.

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

Policy Reporting and Review

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal.

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

Revised 1/21/19

Revised 11/18/19

Revised 11/16/20

© Neola 2020

Legal 115.28, Wis. Stats.

118.30, Wis. Stats.

118.33, Wis. Stats.

Last Modified by Melanie J Oppor on April 22, 2022



Students choosing to excel; realizing their strengths.

To: Manawa School Board and Administration

From: Dean Marzofka Director of IT SDM

Date: March 3 2022

Re: Request for summer Internship position

The purpose of this memo is to request approval to begin a summer Internship position in which prospective interns would coordinate with their Tech school, college or university for credit. The Internship would not extend beyond the summer break period and the number of non-paid hours would be based on the institutional requirements for internships.

The internship will be supervised by the IT Director. Progressive access to network permissions will be granted based on progressive work skill development. All permissions will be need based and time limited.

Internship pay may include a one time stipend of \$500 paid out at successful completion of the internship.

IT Internships at SDM

The private sector hires interns to gain valuable support for the business and its existing employees. Internships allow for the discovery of new talent and future leaders. Interns can take on lower-level tasks, freeing up time for colleagues to handle other work, though more internships now offer responsibilities that go beyond rudimentary duties.

Expectations:

The technician will dedicate 120 hours of work installing and maintaining computer systems and networks aiming for the highest functionality.

The goal is to build and maintain updated and efficient computer systems and networks to optimize the role of technology on business sustainability.

Responsibilities

Network related activities:

Network Applications

- Install server operating systems
- Upgrade and configure server operating systems
- Install applications on servers
- Install networked applications on clients
- Configure remote desktop applications

Network Administration

- Create or modify user accounts on a network server
- Assign user access to network resources

Network Management

- Monitor or analyze network traffic
- Perform file server backups
- Troubleshoot network outages or bottlenecks
- Configure router or switches

Other Network related tasks

- Configure network printing
- Network cabling
- Network documentation
- Other network tasks which are preapproved by your internship instructor