



Stephanie Flynn <[sflynn@manawaschools.org](mailto:sflynn@manawaschools.org)>

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## Fwd: Project ADAM WI April/May 2022 News

1 message

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**Melanie Oppor** <[moppor@manawaschools.org](mailto:moppor@manawaschools.org)>

Wed, Jun 1, 2022 at 11:09 AM

To: District Staff <[staff@manawaschools.org](mailto:staff@manawaschools.org)>, Board of Education <[board@manawaschools.org](mailto:board@manawaschools.org)>

Kudos to Krystal for all she has done to support heart health in our district! The Project Adam program would not have been possible without her tireless efforts to make this a reality.

### **Melanie J. Oppor, PhD**

District Administrator  
School District of Manawa

800 Beech Street  
Manawa, WI 54949  
Office: 920-596-2525

### **Make it a wonderful learning day!**

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----- Forwarded message -----

From: **Krystal Draeger** <[kdraeger@manawaschools.org](mailto:kdraeger@manawaschools.org)>

Date: Wed, Jun 1, 2022 at 8:11 AM

Subject: Fwd: Project ADAM WI April/May 2022 News

To: HS Staff <[hsstaff@manawaschools.org](mailto:hsstaff@manawaschools.org)>, ES Staff <[esstaff@manawaschools.org](mailto:esstaff@manawaschools.org)>

Our District is featured in the national Project ADAM newsletter. THANK YOU doesn't seem like enough for everyone coming together to make this happen!

Krystal

# *Project ADAM*<sup>®</sup>

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**SAVES LIVES**



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## *April and May 2022 Update!*

Here in WI it felt as if spring rolled quickly into summer and then dropped back into spring again...

The 2021-2022 school year has been a wild ride, and we are here for it!

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## Schools in WI have been VERY busy working on their Heart Safe Status this Spring

We have added two new schools and three new School Districts to our WI Map, as the Berlin School District, the Manawa School District, and the Hartford Union High School District have all achieved their Heart Safe Designation.







We have also have a running total of 38 renewals this spring as well!



**Gov. Evers Signs Bill to Promote Awareness and Understanding of Sudden**



# Cardiac Arrest in Young People

*Law inspired by a Waukesha student-athlete who passed away in 2019.* It is so exciting to see the state of Wisconsin shed some light on sudden cardiac arrest (SCA) and provide the means to deploy education on SCA and its risk factors to families. Thank you to Kai's family and the Kai Lerner Foundation for leading this charge and all the state and community partners that came together to push this legislation through. There is more work to be done, and Project ADAM will continue to provide a safety net for our schools through our Heart Safe School Designation program. We will share information with you as it becomes available to us. To learn more about the bill, an online version is available [here](#).



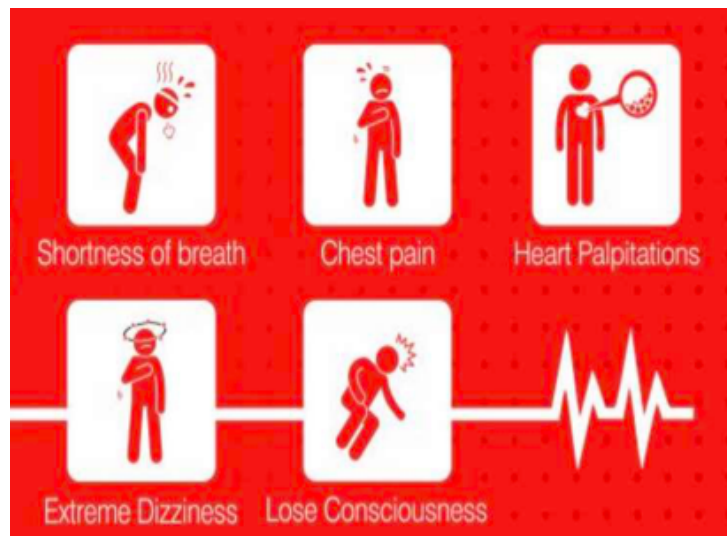
The WASN Conference was in person this year, and Project ADAM had a booth to share face to face information

About Heart Safe School Designation. This year's booth was hopping, and some of the information shared was about an upcoming Heart Safe School Workshop that was held on May 26<sup>th</sup> where 40 registrants interested in helping their school become Heart Safe participated!

If this is something you would like for your school, reach out to Jodi Wenzel, Project ADAM Program Coordinator at [jwenzel@chw.org](mailto:jwenzel@chw.org) at any time! We can partner to help your school and community with Heart Safe School Designation.



## Signs and Symptoms of a Cardiac Arrest:



Seeking Nominations- Karen Smith Award

As the 2021-2022 school year comes to an end, you may have a particular person you have seen demonstrate passion, innovation, and excellence in serving as a champion for their school and/or community-based CPR-AED program.

Those characteristics are exactly what we want to recognize with the Karen Smith award. The deadline for entry is December 31st, 2022. For more information and to fill out a nomination form, [use this link.](#)



## Coordinator's Corner

Wisconsin is home to an incredible network of experienced professionals, who have successfully implemented Heart Safe School Designations in both their schools and/or districts. Fortunately, they have agreed to share all of their secrets!

“As a Site Coordinator in a Heart Safe School, some of your responsibilities may feel cyclical.

With summer vacation upon you, this is a good time to remind you that your AEDs need maintenance over the summer as well!

If you have not developed an [AED Maintenance Log](#) / determined who will take that role this summer, now is a great time to do that!”

The Coordinator's Corner is one place this knowledge can be documented and shared.

Be sure to come back every month for more Tips and Tricks on implementing and maintaining Heart Safe School Designation in



your area.

If you are a Site Coordinator with Tips you would like to share, reach out to Jodi Wenzel at [jwenzel@chw.org](mailto:jwenzel@chw.org)

Help spread the word to any athletic organizations you or your children are involved with. Athletes 4 ADAM would love to work with any athletic team or club interested in hosting a fundraising event for Project ADAM. Reach out to Liz directly at: [lreid@chw.org](mailto:lreid@chw.org) or 414-266-6712.



## **SPREAD THE HEART-SAFE WORD!**

Always think about how you can help your community be safer.

Encourage more schools to be heart safe, consider how to train more people in hands-only CPR, think about fundraising for AEDs to be placed in key venues in your area, help educate people about sudden cardiac arrest and risk factors, and give yourselves a shout out for all the work you do – newsletters, school board meetings, and staff meetings. If we can help you with ideas, contact us at [jwenzel@chw.org](mailto:jwenzel@chw.org)

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## **Is Your School Prepared?**

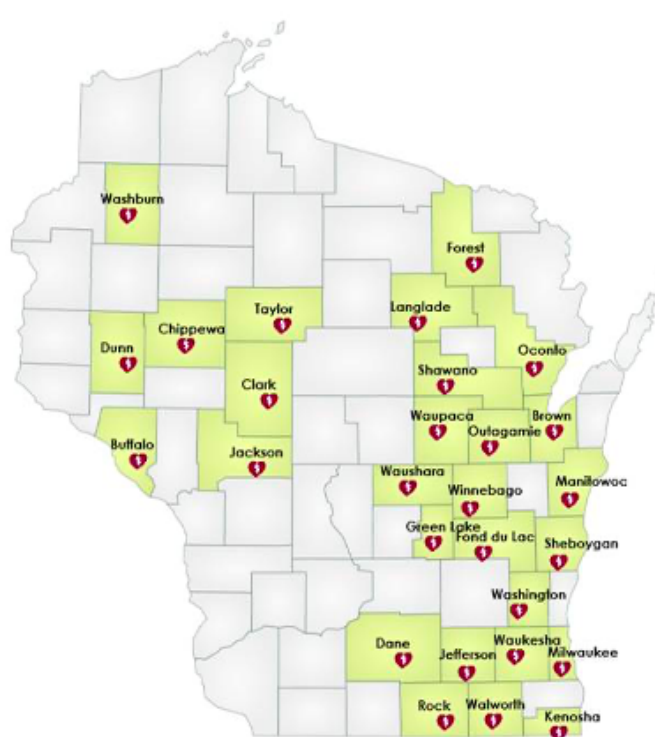
- Could you retrieve and use your AED on an unresponsive victim in less than 2-3 minutes? **Minutes matter.**
- Does your school have an emergency response plan that ensures your AED reaches the scene?
- Have you practiced your emergency response?

*If you aren't sure - [reach out to Project ADAM](#) and we will help you train and practice.*



## Across the State

Below is our interactive map, click the map to view a list of the current WI Heart Safe School Numbers!



Don't forget to [LIKE](#) and [FOLLOW](#) our social media pages to stay up to date with all things Project ADAM!



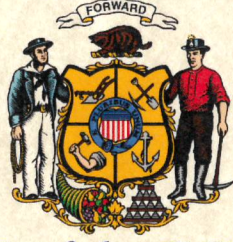
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# STATE of WISCONSIN



## OFFICE of the GOVERNOR

# Proclamation

*WHEREAS*, fabrication laboratories—or fab labs—in public schools throughout Wisconsin are providing students with access to the hands-on experience and training necessary to prepare them for the jobs of the 21st century and beyond; and

*WHEREAS*, fab labs allow students to put into practice concepts they have learned in science, technology, engineering, art, and mathematics courses, which will benefit them regardless of the path they choose after high school; and

*WHEREAS*, in addition to benefitting students, Wisconsin's fab labs are accessible to the community and contribute more broadly to economic development by sparking innovation among local entrepreneurs, inventors, and small businesses; and

*WHEREAS*, the importance of a capable manufacturing workforce to our collective well-being has never been more evident as we continue to navigate the technical and economic challenges of the coronavirus pandemic; and

*WHEREAS*, as our state focuses on meeting our workforce needs, we remain committed to continuing to build fab lab capacity to meet demand from our schools and communities; and

*WHEREAS*, administered by the Wisconsin Economic Development Corporation (WEDC), Wisconsin's Fab Labs Grant Program provides grants to public school districts statewide to purchase equipment to create new labs or expand existing ones; and

*WHEREAS*, today, the state of Wisconsin, in partnership with WEDC, reaffirms its commitment to supporting fab labs by fostering collaboration and a sharing of resources among schools, technical colleges, and universities throughout our state;


*NOW, THEREFORE*, I, Tony Evers, Governor of the State of Wisconsin,  
do hereby proclaim May 17, 2022, as

## FAB LAB DAY

throughout the State of Wisconsin and I commend this observance  
to all our state's residents.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this 10<sup>th</sup> day of May 2022.

  
TONY EVERS  
GOVERNOR

By the Governor:

  
DOUGLAS LA FOLLETTE  
Secretary of State



<b>Co-Curricular</b>	<b>Total</b>	<b>Female</b>	<b>Male</b>
<b><i>High School</i></b>			
Art Club	18	12	7
All Star Band	8	5	3
All Star Choir	9	4	5
Art Team	14	9	5
Baseball	14	0	14
Co-Ed Golf	7	0	7
HS Bowling	6	6	0
HS Co-Ed Track	49	27	22
HS Drama	24	18	6
FOR Club	12	11	1
FFA	86	57	29
HS Forensics	12	9	3
NHS	18	14	4
Quiz Bowl	20	12	8
Softball	19	19	0
Boys Basketball	23	0	23
Class Officers	16	14	2
Debate	2	0	2
Girls Basketball	23	23	0
Solo & Ensemble	19	12	7
Ski Club	27	19	8
Sources of Strength	13	12	1
Student Council	26	21	5
Volleyball	40	40	0
Wrestling	9	0	9
HS Yearbook	3	2	1
<b><i>Middle School</i></b>			
MS Bowling	5	2	3
MS Co-Ed Track	39	19	20
MS Drama	12	8	4
MS Forensics	13	10	3
MS Friends of Rachel	7	7	0
MS Sources of Strength	6	5	1
MS Volleyball	18	18	0
MS Class Officers	9	6	3
MS Boys Basketball	17	0	17
MS Cross Country	2	1	1
MS Football	12	0	12
MS Girls Basketball	19	19	0
MS Ski Club	4	3	1
MS Wrestling Club	13	1	12



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

To: Board of Education  
From: Dr. Melanie J. Oppor  
Date: June 17, 2022  
Re: Post-Secondary Certification

Twenty LWHS Junior and Seniors received post-secondary certifications as noted in the table below. Seven of the students are Juniors who have a career pathway they will continue pursuing as Seniors which will lead to additional certification opportunities.

<b>Program</b>	<b># of Students Earning Certification</b>
Ag- Animal	5
Transportation-Supply Logistics	2
Hospitality-Food & Beverage	4
Manufacturing-Welding/Fabrication	1
Manufacturing-Assembly	2
Construction-Carpentry	1
AG-Mechanics	1
Construction-Masonry	1
Manufacturing-Processes	3



Minutes of a May 16, 2022 School District of Manawa Board of Education Meeting

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

Pledge of Allegiance

Roll Call - Jepson, Fietzer, Griffin, Riske, and Reiersen. Hollman absent.

Verify Publication of Meeting - Dr. Oppor verified.

Filling Board Vacancy: Zone 3 - Town of Helvetia/Town of Union

Applications/Interviews to Fill Board Vacancy by Board Appointment - Three candidates submitted letters of interest although two candidates were present. The board interviewed Scott Emmert, and Jamie Krueger.

Voting of the Board to Fill Board Vacancy - Zone 3: Town of Helvetia/Town of Union  
Jepson, Riske and Reiersen voted Krueger. Fietzer and Griffin voted Emmert. Hollman absent.  
Jamie Krueger will fill the appointment for Zone 3 - Town of Helvetia/Town of Union

Swearing in of the Appointee

Board Appointments:

Ad Hoc Districtwide Safety Committee - Hollman

Policy & Human Resources Committee - Krueger

Ad Hoc Recognition Committee - Riske

CESA 6 Board of Control Convention Delegate - Riske

WASB Convention Delegate - Reiersen

District Showcase: Gen Gunderson Wins 2022 Frank Zuerner Science Teaching Award,  
Presentation of Daniel Wolfgram Retirement Gift, and Memorial Books

Presentations: Key Performance Indicators - Principals: Safe & Orderly III. D. Drills, and Environment III. C. Suspensions/Expulsions. The goal is to have 95% of the students with no major discipline. ES has had 1% students disciplined at this point of the year, MMS is at 2.5%, and the HS has 3.6% for out-of-school suspensions and 1.8% in-school suspensions. Both schools complete fire drills once a month. They conduct severe weather drills in the fall and spring. The Emergency Response Team has had to respond to two actual occurrences this year and continue to prepare. ALiCE training will continue this summer. Both students and staff will perform drills starting next school year.

Announcements: Contributions to the District: Joe Starr donation of apparel for Art Team members, Mrs. Zabler, and Mr. Wolfram valued at \$414.62, Manawa Lions Club donation for the Senior Banquet Dinner, and Anonymous donation of \$30 for the GSA Club

Other Contributions: None

Approved by Consent: Donations: Joe Starr donation of apparel for Art Team members, Mrs. Zabler, and Mr. Wolfram valued at \$414.62, Manawa Lions Club donation for the Senior

Banquet Dinner, and Anonymous donation of \$30 for the GSA Club, Approval of Overnight Field Trip - State FFA Convention - June 13, 2022 - June 16, 2022 as Presented, Approval of 4K Field Trip - Manawa Freedom Park Splash Pad - May 31, 2022 as Presented, Accept Retirement of Secondary Principal as Presented, Accept Resignation of Middle School Special Education Teacher as Presented, and Approval of Summer School Course and Staffing Adjustment as Presented

Any Item Removed from Consent Agenda:

Fietzer requested two items removed from the consent agenda: Approve Minutes of April 25, 2022 Board Meeting, and Treasurer's Report: Approve Expenditures & Receipts.

Fietzer clarified there was no second on his motion for the Hiring Incentive 2nd shift custodial position on the April 25, 2022 Regular Board of Education minutes but the minutes reflect there was a second. Without the second, the motion failed and then Fietzer rescinded his motion. The minutes were amended to reflect this.

Motion by Fietzer / Jepson to Approve Amended Minutes of April 25, 2022 Board Meeting. Motion carried. Hollman absent.

Fietzer questioned the total on custodial supplies on the Treasurer's Report: Approve Expenditures & Receipts. Mrs. O'Brien explained what the charges entailed.

Motion by Fietzer / Griffin to Approve Treasurer's Report: Expenditures & Receipts. Motion carried. Hollman absent.

Public Comments: None

Correspondence: Thank you from ThedaCare for Teacher Appreciation Week. Thank you to the Board for the recognition snacks and lunch box gifts from Janine Connolly.

District Administrator's Report:

Student Council Representative - Olivia Santos - was not in attendance. Legislative Update who are in recess now. Open Enrollment Update, Monthly Enrollment Update, Secondary Principal Hiring Process, Curriculum Update - Later in the meeting the board will act on a Technology Education program. The district needs some work done such as the dugouts and siding on the building across the street. The proposed program will have students deal with real world experiences and get quality work done for a very reasonable price. Ms Wright is wanting to build-out the computer science program. She is working on grants, getting a drone project going and joining different organizations such as robotics. This will be shared with the curriculum committee. Staff Recognition Celebration - Heart of Gold Recipient - Beth Trice, and Friend of Education Recipients - Sturm Memorial Library and Robert Conroy awarded posthumously NEOLA Policy or Administrative Guidelines Technical Changes - None this month.

School Operations Reports: ES Principal / Special Education Director, and MS / HS Principal: Highlights - Included in Board Packet - HS track team conference title for both the boys and girls track teams.

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: Riske thanked Mr. Wolfram for his time and investing in our kids and community.

Fietzer said Mr. Wolfram was interactive with the kids and appreciated the way he made the students feel like adults and allowed them to participate in decisions.

Jepson thanked Mr. Wolfram for everything. She also thanked Mr. Emmert for interviewing for the open board seat and what each candidate brought to the table. It was a difficult decision to make.

Fietzer asked what a board member does when a community member brings concerns. Reiersen answered it may go to a committee if it were appropriate. If it is an issue where they have a chain of command type of situation, to direct it there and it should have documentation.

Committee Reports: Minutes of a Curriculum Committee, Finance Committee, and Policy & Human Resources Committee were included in the board packet.

Unfinished Business:

Motion by Jepson / Riske to Approve of Revised Policies PO5722 and AG5722 - School sponsored Publications and Productions as Presented. Motion carried. Hollman absent.

Motion by Griffin / Fietzer to Approve of Revised Policy PO5460 and AG5460 - Graduation Requirements as Presented. Motion carried. Hollman absent.

New Business:

Motion by Jepson / Fietzer to Approve of Proposal to Change the Progress Monitoring Tool from STAR (Renaissance) to iReady as Presented. Motion carried. Hollman absent.

Motion by Fietzer / Riske to Approve of Technology Education Curriculum Project as Presented. Motion carried. Hollman absent.



Motion by Fietzer / Jepson to Approve of Legal Depositories for the School District of Manawa as Presented. Motion carried. Hollman absent.

Motion by Griffin / Fietzer to Approve of Transportation Cost with a counteroffer of 8% increase. Motion carried. Hollman absent.

Motion by Fietzer / Riske to Approve of Amended Language for Letters of Intent and Memoranda of Understanding for Support Staff as Presented. Motion carried. Hollman absent.

Motion by Jepson / Griffin to Approve of One-time stipend to 4K Teacher of \$1100 Due to COVID-19 Staffing Issues. Motion carried. Hollman absent.

Motion by Griffin / Fietzer to Approve of a One-Time Stipend of \$250.00 to Teaching Staff and Administration who have been Employed with the SDM from September 10, 2021 through May 16, 2022 Payable through ESSER II Covid Relief Funds as Presented. Motion carried. Hollman absent.

Motion by Riske / Fietzer to Approve of Dean of Students Request for a Stipend Increase as Presented. Motion carried. Hollman absent.

First Reading of PO2431 - Interscholastic Athletics as Presented

First Reading of PO6146 - Post-Issuance Compliance Policy as Presented

Motion by Riske / Griffin to Approve of School Year 2022-2023 Open Enrollment Applications Using Available Seats as Presented. Motion carried. Hollman absent.

Motion by Griffin / Fietzer to Approve of MS/HS Gymnasium Retractable Indoor Batting Cage as Presented. Motion carried. Hollman absent.

Motion by Fietzer / Jepson to Approve of Naming the Waupaca County Post as the Official District Newspaper. Motion carried. Hollman absent.

Next Meeting Dates: May 28, 2022 Class of 2022 Commencement - 11:00 a.m. LWHS

June 1, 2022 8th Grade Recognition - 2:00 p.m. MMS/LWHS Commons

June 1, 2022 Policy and Human Resource Committee Meeting - 5:00 p.m.

June 9, 2022 Curriculum Committee Meeting - 6:00 p.m.

June 13, 2022 Finance Committee Meeting - 5:00 p.m.

June 14, 2022 Buildings and Grounds Committee Meeting - 4:30 p.m.

June 20, 2022 Regular Board of Education Meeting - 7:00 p.m.

June 21, 2022 Board of Education Retreat with Administrative Team - 5:00 p.m.

Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(f), Wis. Statutes, for the Purposes of: Discussion of Personnel Issues Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Review of Background Check Reports

Motion by Fietzer / Jepson to move into closed session. The time was 9:06 p.m. Motion carried. Hollman absent.

Motion by Griffin / Fietzer to adjourn closed session and reconvene in open session at 9:28 p.m. Motion carried. Hollman absent.

Board May Act on Items Discussed in Closed Session - no actions required.

Motion by Fietzer / Krueger to Adjourn at 9:30 p.m. Motion carried. Hollman absent.

Stephanie Flynn, Recorder  
Sondra Reiersen, Recorder

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

Call to Order – President Reiersen – 6:30 p.m. – MES Board Room, 800 Beech Street

Pledge of Allegiance

Roll Call -Present -Reiersen, Griffin, Jepson, Riske, Krueger, Fietzer. Absent -Hollman

Verify Publication of Meeting - Dr. Oppor verified.

Public Comment - none

Approved by Consent: Accept Resignation of District Vocal Music/General Music Teacher as Presented, and Accept Resignation of Secondary Guidance Counselor as Presented

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

Motion by Jepson / Griffin to convene into closed session at 6:34 p.m. Motion carried.

Board May Act on Items Discussed in Closed Session

Motion by Griffin / Krueger to reconvene into open session at 7:27 p.m. Motion carried.

Next Meeting Dates:

June 9, 2022 Curriculum Committee Meeting - 6:00 p.m.

June 13, 2022 Finance Committee Meeting - 5:00 p.m.

June 14, 2022 Buildings and Grounds Committee Meeting - 4:30 p.m.

June 20, 2022 Regular Board of Education Meeting - 7:00 p.m.

June 21, 2022 Board of Education Retreat with Administration - 5:00 p.m.

Motion by Riske / Fietzer to Adjourn at 7:29 p.m. Motion carried.

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
83411	AMAZON CAPITAL SERVI	JPAP05	05/13/2022	MEMORIAL GIFT - SDM LIBRARY	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	8002200084	39.09
						Totals for 83411	39.09
83415	CESA 6-CONFERENCE RE	JPAP05	05/13/2022	PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	0	608.00
83415	CESA 6-CONFERENCE RE	JPAP05	05/13/2022	PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	0	2,432.00
83415	CESA 6-CONFERENCE RE	JPAP05	05/13/2022	PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SPECIAL ED TUITION-NON-OPEN	0	3,300.00
83415	CESA 6-CONFERENCE RE	JPAP05	05/13/2022	PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST	0	1,218.00
83415	CESA 6-CONFERENCE RE	JPAP05	05/13/2022	PHYSICAL THERAPY/PSYCHOLOGIST/NEW HORIZONS ALTERNATIVE SCHOOL	GENERAL FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST	0	232.00
						Totals for 83415	7,790.00
83416	FRONTLINE TECHNOLOGI	JPAP05	05/13/2022	FORECAST 5 (7/1/22 - 6/30/23)	GENERAL FUND/TECH/SOFTWARE SERVIC/FISCAL	0	11,374.22
						Totals for 83416	11,374.22
83417	GEHRKE, TIM	JPAP05	05/13/2022	REIMBURSE TRANSPORTATION APRIL 2022 = 17 DAYS @ \$10.53	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	179.01
						Totals for 83417	179.01
83422	PETERSEN AUTOMOTIVE	JPAP05	05/13/2022	2005 FORD ECONOLINE INSPECTION	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	243.25
						Totals for 83422	243.25
83423	SCHOOL DISTRICT OF I	JPAP05	05/13/2022	MS TRACK QUAD ON 5/9/22	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	100.00
						Totals for 83423	100.00
83424	SCHOOL DISTRICT OF W	052322	05/13/2022	TRACK INVITATIONAL ON 5/5/22	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	-250.00
						Totals for 83424	-250.00
83432	BATTERIES PLUS	JPAP05	05/19/2022	175 BULBS - FLO10392	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	568.75
						Totals for 83432	568.75
83433	DELTA DENTAL-VISION	JPAP05	05/19/2022	VISION INSURANCE - JUNE 2022	GENERAL FUND/VISION EFF 090115	0	543.58

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
83433	DELTA DENTAL-VISION	JPAP05	05/19/2022	VISION INSURANCE - COBRA - JUNE 2022	GENERAL FUND/VISION EFF 090115	0	4.65
Totals for 83433							548.23
83434	GLACIER WOODS GOLF C	JPAP05	05/19/2022	DIVISION 3 REGIONAL MEET	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	125.00
83434	GLACIER WOODS GOLF C	JPAP05	05/19/2022	AMHERST SPONSORED GOLF ON 5/9/22	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	130.00
Totals for 83434							255.00
83435	GOLDEN SANDS GOLF CO	JPAP05	05/19/2022	GOLF INVITATIONAL ON 4/29/22 AT GOLDEN SANDS GOLF COURSE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	130.00
Totals for 83435							130.00
83439	MANAWA QUALITY FOODS	JPAP05	05/19/2022	FOOD CONTINGENCY	SPECIAL EDUCATION FUND/FOOD/EARLY CHILDHOOD	272200028	42.26
Totals for 83439							42.26
83440	NEVCO SPORTS, LLC	JPAP05	05/19/2022	Scoreboard Controller Repair	GENERAL FUND/PERSONAL SERVICES/GENERAL ATHLETICS	4002200357	501.17
Totals for 83440							501.17
83441	PETERSEN AUTOMOTIVE	JPAP05	05/19/2022	2005 FORD ECONOLINE INSPECTION - PAGE 2 AMOUNT OF INVOICE WAS NOT INCLUDED IN THE ORIGINAL PAYMENT	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	14.97
Totals for 83441							14.97
83442	SCHOOL DISTRICT OF B	JPAP05	05/19/2022	CWC GOLF MEET AT GOLDEN SANDS GOLF COURSE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	130.00
Totals for 83442							130.00
83447	WCA GROUP HEALTH TRU	JPAP05	05/19/2022	JUNE 2022 HEALTH INSURANCE	GENERAL FUND/WEA TRUST EFF 090115	0	93,125.90
Totals for 83447							93,125.90
83448	WISCONSIN SCHOOL MUS	JPAP05	05/19/2022	Medals and Certificates for State Solo & Ensemble Awards	GENERAL FUND/NON-CAPITAL EQUIPMENT/MATHEMATICS	4002200359	180.75
83448	WISCONSIN SCHOOL MUS	JPAP05	05/19/2022	Medals and Certificates for State Solo & Ensemble Awards	GENERAL FUND/NON-CAPITAL EQUIPMENT/GENERAL MUSIC	4002200359	276.65
Totals for 83448							457.40
83449	WOLTER POWER SYSTEMS	JPAP05	05/19/2022	OVER SPEED ALARM - Z-GENERAC	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	241.95
83449	WOLTER POWER SYSTEMS	JPAP05	05/19/2022	OVER SPEED ALARM - Z-GENERAC	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	182.52
Totals for 83449							424.47
83450	SILVER LAKE LANES	jpap05	05/24/2022	4 COACHES - BASEBALL & SOFTBALL ALL CONFERENCE MTG ON 5/25/22	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	60.00

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83450	SILVER LAKE LANES	060122	05/24/2022	4 COACHES - BASEBALL & SOFTBALL ALL CONFERENCE MTG ON 5/25/22	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	-60.00
						Totals for 83450	0.00
83451	CASH	JPAP52	05/26/2022	LWHS/MMS PETTY CASH	SPECIAL EDUCATION FUND/PUPIL DUES AND FEES/MULTI-CATEGORIC AL	0	160.00
						Totals for 83451	160.00
83452	AMAZON CAPITAL SERVI	JPAP05	05/26/2022	FURNITURE FOR SPED STUDENT -ACCOMMODATIONS	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATE GORICAL	272200058	145.96
						Totals for 83452	145.96
83454	FAULKS BROS. CONSTRU	JPAP05	05/26/2022	LONG JUMP SAND - 44.57 TON	GENERAL FUND/CONSTRUCTION SERVICES/FACILITY AQUISITION/REMODELIN G	0	668.55
						Totals for 83454	668.55
83455	FOLLETT CONTENT SOLU	JPAP05	05/26/2022	Titlewave - Final Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4002200317	586.95
83455	FOLLETT CONTENT SOLU	JPAP05	05/26/2022	Titlewave - Final Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	2002200025	820.76
						Totals for 83455	1,407.71
83456	HANSON, JODIE	JPAP05	05/26/2022	TRANSPORTATION (NATHAN WORTHEY) TO SCHOOL DISTRICT OF MANAWA FOR MAY 2022	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED PARENT CONTRACT	0	204.44
						Totals for 83456	204.44
83457	PERFORMANCE FOODSERV	JPAP05	05/26/2022	Food Carts	FOOD SERVICE FUND/EQUIPMENT/VEHIC LE-REPLACEMENT/FOOD SERVICES	8002200078	1,344.24
						Totals for 83457	1,344.24
83458	PITNEY BOWES GLOBAL	JPAP05	05/26/2022	LEASE INVOICE CONTRACT #0041152865	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	176.19
83458	PITNEY BOWES GLOBAL	JPAP05	05/26/2022	LEASE INVOICE - CONTRACT #0041103782	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	176.19
						Totals for 83458	352.38
83459	POSTMASTER MANAWA	JPAP05	05/26/2022	BULK MAIL PERMIT FEE	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	8002200088	265.00
						Totals for 83459	265.00
83460	RADLEY, JONI	JPAP05	05/26/2022	Music Accompaniment for State Solo & Ensemble	GENERAL FUND/PERSONAL SERVICES/VOCAL	4002200363	80.00



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					MUSIC		
					Totals for 83460		80.00
83461	RESERVE ACCOUNT	JPAP05	05/26/2022	POSTAGE METERS HS & DIST OFFICE	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	5,000.00
					Totals for 83461		5,000.00
83462	RICE, PASTOR STEVE	JPAP05	05/26/2022	Music Accompaniment for Concert	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	2002200028	50.00
					Totals for 83462		50.00
83463	SOLARUS	JPAP05	05/26/2022	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200025	387.17
83463	SOLARUS	JPAP05	05/26/2022	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200025	774.35
83463	SOLARUS	JPAP05	05/26/2022	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200025	509.44
83463	SOLARUS	JPAP05	05/26/2022	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002200025	366.79
83463	SOLARUS	JPAP05	05/26/2022	SOLARUS MONTHLY BILL	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	8002200025	148.19
					Totals for 83463		2,185.94
83464	SPIEGELBERG IMPLEMEN	JPAP05	05/26/2022	CONCRETE & EXCAVATION WORK DONE FOR THE NEW LONG JUMP	GENERAL FUND/CONSTRUCTION SERVICES/FACILITY AQUISITION/REMODELIN G	0	19,190.55
					Totals for 83464		19,190.55
83465	STANDARD INSURANCE C	JPAP05	05/26/2022	LIFE/STD & LTD PREMIUM JUNE 2022	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,184.26
83465	STANDARD INSURANCE C	JPAP05	05/26/2022	LIFE/STD & LTD PREMIUM JUNE 2022	GENERAL FUND/LTD INS PAYABLE	0	899.81
83465	STANDARD INSURANCE C	JPAP05	05/26/2022	LIFE/STD & LTD PREMIUM JUNE 2022	GENERAL FUND/STD INS PAYABLE	0	276.88
					Totals for 83465		2,360.95
83466	TROPHIES & TREASURES	JPAP05	05/26/2022	Engraving for Band & Choral Awards	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	4002200362	36.00
					Totals for 83466		36.00
83467	UNIFIRST CORPORATION	JPAP05	05/26/2022	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	51.32
83467	UNIFIRST CORPORATION	JPAP05	05/26/2022	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	41.66

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83467	UNIFIRST CORPORATION	JPAP05	05/26/2022	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	31.42
Totals for 83467							124.40
83468	WIS INTERSCHOL ATHLE	JPAP05	05/26/2022	2022 REGIONAL SOFTBALL FINANCIAL STATEMENT	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/GIRLS SOFTBALL	0	256.58
Totals for 83468							256.58
83469	WILD VINE, LLC	JPAP05	05/26/2022	Senior Rose Wraps	GENERAL FUND/GENERAL SUPPLIES/VOCAL MUSIC	4002200361	51.00
Totals for 83469							51.00
83472	CASH	JPAP06	06/02/2022	MES PETTY CASH	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	198.42
Totals for 83472							198.42
83474	GOLDEN SANDS GOLF CO	JPAP06	06/02/2022	GOLF SECTIONAL AT GOLDEN SANDS GOLF COURSE - 2 GOLFERS	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	50.00
Totals for 83474							50.00
83475	KITCHEN - TECH LLC.	JPAP06	06/02/2022	PRESSURE SWITCH REPLACEMENT & CLEANED LINES	FOOD SERVICE FUND/REPAIR & MAINTENANCE SERVICES/FOOD SERVICES	0	978.00
Totals for 83475							978.00
83476	LUTHERAN EDUCATION A	JPAP06	06/02/2022	2022 CONVOCATION - 7 PARTICIPANTS - GROW A TEACHER FUND	GENERAL FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	0	3,430.00
Totals for 83476							3,430.00
83477	MANAWA BOOSTER CLUB	JPAP06	06/02/2022	DONATION FROM MARY CONROY TO THE MANAWA BOOSTER CLUB	GENERAL FUND/OTHR REVENUE FROM LOCAL SOURCE/DISTRICT WIDE	0	500.00
Totals for 83477							500.00
83478	MARTIN SYSTEMS, INC.	JPAP06	06/02/2022	50% OF TOTAL	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	442.31
83478	MARTIN SYSTEMS, INC.	JPAP06	06/02/2022	50% OF TOTAL	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	333.68
Totals for 83478							775.99
83479	POSTMASTER MANAWA	JPAP06	06/02/2022	CENSUS BULK MAILING	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	223.52
Totals for 83479							223.52
83483	AMAZON CAPITAL SERVI	JPAP06	06/03/2022	MEMORIAL BOOKS	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	8002200086	25.97
83483	AMAZON CAPITAL SERVI	JPAP06	06/03/2022	Wheelchair replacement wheel	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	4002200368	29.50

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						Totals for 83483	55.47
83484	AMERICAN WELDING & G	JPAP06	06/03/2022	Open PO for Gas for welding program	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	4002200058	49.61
						Totals for 83484	49.61
83485	ANDERSEN, JOHN	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - KADENCE ANDERSEN	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	9.20
						Totals for 83485	9.20
83486	ARMSTRONG, MICHELE	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - ANNA ARMSTRONG	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	16.60
						Totals for 83486	16.60
83487	AT&T	JPAP06	06/03/2022	AT&T INTERNET BILLING	GENERAL FUND/ON-LINE COMMUNICATIONS/ADMIN ISTRATIVE TECHNOLOGY SERV	8002200027	651.48
						Totals for 83487	651.48
83488	BRISTOL, TIMOTHY	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - GRANT BRISTOL	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	1.00
						Totals for 83488	1.00
83490	C.E.S.A. #5	JPAP06	06/03/2022	AE07 WCAP ELEM	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SPECIAL ED TUITION-NON-OPEN	0	9,500.00
						Totals for 83490	9,500.00
83491	CESA 6-CONFERENCE RE	JPAP06	06/03/2022	LEGISLATIVE BREAKFAST ON 5/6/22 - M OPPOR	GENERAL FUND/TRANSFER TO CESA/OFFICE OF SUPERINTENDENT	0	15.00
83491	CESA 6-CONFERENCE RE	JPAP06	06/03/2022	PRINCIPAL TRANSITION MTG/ HORIZONS SEAT/PHYSICAL THERAPY/PSYCHOLOGIST	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	0	608.00
83491	CESA 6-CONFERENCE RE	JPAP06	06/03/2022	PRINCIPAL TRANSITION MTG/ HORIZONS SEAT/PHYSICAL THERAPY/PSYCHOLOGIST	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	0	2,432.00
83491	CESA 6-CONFERENCE RE	JPAP06	06/03/2022	PRINCIPAL TRANSITION MTG/ HORIZONS SEAT/PHYSICAL THERAPY/PSYCHOLOGIST	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SPECIAL ED TUITION-NON-OPEN	0	3,300.00
83491	CESA 6-CONFERENCE RE	JPAP06	06/03/2022	PRINCIPAL TRANSITION MTG/ HORIZONS SEAT/PHYSICAL THERAPY/PSYCHOLOGIST	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST	0	1,218.00
83491	CESA 6-CONFERENCE RE	JPAP06	06/03/2022	PRINCIPAL TRANSITION MTG/ HORIZONS SEAT/PHYSICAL THERAPY/PSYCHOLOGIST	GENERAL FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST	0	232.00
83491	CESA 6-CONFERENCE RE	JPAP06	06/03/2022	PRINCIPAL TRANSITION MTG/ HORIZONS SEAT/PHYSICAL THERAPY/PSYCHOLOGIST	GENERAL FUND/TRANSFER TO CESA/OFFICE OF THE	0	969.00

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83491	CESA 6-CONFERENCE RE	JPAP06	06/03/2022	PRINCIPAL TRANSITION MTG/ NEW HORIZONS SEAT/PHYSICAL THERAPY/PSYCHOLOGIST	PRINCIPAL GENERAL FUND/TRANSFER TO CESA/OFFICE OF THE PRINCIPAL	0	731.00
						Totals for 83491	9,505.00
83492	C.E.S.A. #9	JPAP06	06/03/2022	COURSE ENROLLMENT - K. ROSIN -AP ENVIRONMENTAL SCIENCE S2 V20 21-22	GENERAL FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen	0	275.00
						Totals for 83492	275.00
83493	COUNTY OF WAUPACA -	JPAP06	06/03/2022	FAMILY ENGAGEMENT SOCIAL WORKER (COUNTY-SCHOOL POSITION)	GENERAL FUND/PERSONAL SERVICES/SOCIAL WORK	0	2,000.00
						Totals for 83493	2,000.00
83494	CRAVY, DWAYNE	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - SHELDON CRAVY	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	97.10
						Totals for 83494	97.10
83495	DIVERSIFIED BENEFIT	JPAP06	06/03/2022	JUNE HRA HEALTH REIMBURSEMENT ADMINISTRATIVE SERVICES (22 PARTICIPANTS)	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	258.11
						Totals for 83495	258.11
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	MES DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	216.60
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	LWHS BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	77.90
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	LWHS BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	171.00
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	LWHS BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	199.50
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	LWHS BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	492.16
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	LWHS BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	142.50
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	LWHS BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	71.25
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	MES DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	253.30
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	MES DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	166.30
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	MES DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	369.30

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83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	MES DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	361.60
83497	ENGELHARDT DAIRY OF	JPAP06	06/03/2022	MES DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	166.30
						Totals for 83497	2,687.71
83498	FOLLETT CONTENT SOLU	JPAP06	06/03/2022	Titlewave - Final Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4002200317	647.44
83498	FOLLETT CONTENT SOLU	JPAP06	06/03/2022	Titlewave - Final Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	2002200025	634.04
						Totals for 83498	1,281.48
83499	GURHOLT, CHERISH	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - SKYE KIMBALL	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	10.35
						Totals for 83499	10.35
83500	HIROSKEY, KAREN	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - CAYLEB HIROSKEY	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	2.50
						Totals for 83500	2.50
83501	MANAWA QUALITY FOODS	JPAP06	06/03/2022	FOOD CONTINGENCY	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272200049	116.23
83501	MANAWA QUALITY FOODS	JPAP06	06/03/2022	FOOD CONTINGENCY	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272200049	59.15
83501	MANAWA QUALITY FOODS	JPAP06	06/03/2022	FOOD CONTINGENCY	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272200022	33.88
						Totals for 83501	209.26
83502	MASTER ELECTRICAL SE	JPAP06	06/03/2022	GENERATOR ISSUES AT LWHS/MMS	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	193.80
83502	MASTER ELECTRICAL SE	JPAP06	06/03/2022	GENERATOR ISSUES AT LWHS/MMS	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	146.20
						Totals for 83502	340.00
83503	MEIDL, MIKE	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - ALEX MEIDL	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	14.40
						Totals for 83503	14.40
83504	MIKKELSON, BENJAMIN	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - REANNE MIKKELSON	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	38.75
						Totals for 83504	38.75
83505	NASSCO, INC	JPAP06	06/03/2022	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	469.63
						Totals for 83505	469.63
83507	NIEMUTH, STEVE	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - ANDREW NIEMUTH	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	19.80

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						Totals for 83507	19.80
83508	OFFICE DEPOT	JPAP06	06/03/2022	REAMS OF PAPER FOR THE CENSUS	GENERAL FUND/GENERAL SUPPLIES/SCHOOL CENSUS	0	71.70
						Totals for 83508	71.70
83509	PAN-O-GOLD BAKING	JPAP06	06/03/2022	BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	114.42
83509	PAN-O-GOLD BAKING	JPAP06	06/03/2022	BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	108.36
						Totals for 83509	222.78
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	93.64
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	200.04
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION	0	106.43
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,327.16
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION	0	370.18
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	114.63
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,271.03
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION	0	70.26
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	979.14
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION	0	102.44
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	26.78
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,081.27
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION	0	105.61
83510	PERFORMANCE FOODSERV	JPAP06	06/03/2022	USDA COMMODITY ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	50.40
						Totals for 83510	5,899.01



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83511	PIRK, PAUL	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - MALEAH PIRK	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	8.20
						Totals for 83511	8.20
83512	POSTMASTER MANAWA	JPAP06	06/03/2022	CENSUS BULK MAILING	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	57.60
						Totals for 83512	57.60
83513	PRUE, MELANIE	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - COLTON PRUE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	0.75
						Totals for 83513	0.75
83514	SCHEID, DANIEL	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - CONNER SCHEID	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	5.05
						Totals for 83514	5.05
83515	SERVICE MOTOR COMPAN	JPAP06	06/03/2022	PARTS/REPAIRS	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	159.74
83515	SERVICE MOTOR COMPAN	JPAP06	06/03/2022	PARTS/REPAIRS	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	73.05
						Totals for 83515	232.79
83516	SOLIANT	JPAP06	06/03/2022	Soliant Contract	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272200051	1,216.00
83516	SOLIANT	JPAP06	06/03/2022	Soliant Contract	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272200051	64.00
83516	SOLIANT	JPAP06	06/03/2022	Soliant Contract	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272200051	1,216.00
83516	SOLIANT	JPAP06	06/03/2022	Soliant Contract	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272200051	64.00
83516	SOLIANT	JPAP06	06/03/2022	Soliant Contract	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272200051	1,216.00
83516	SOLIANT	JPAP06	06/03/2022	Soliant Contract	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272200051	64.00
						Totals for 83516	3,840.00
83517	THEDACARE AT WORK	JPAP06	06/03/2022	TB QUESTIONNAIRE REVIEW (2) - K. HOFFMAN & D. STADLER	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	56.00

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						Totals for 83517	56.00
83518	TREX COMMERCIAL PROD	JPAP06	06/03/2022	DAN WOLFGRAM STAGE	GENERAL	4002200261	29,558.00
						FUND/EQUIPMENT/VEHIC	
						LE-REPLACEMENT/VEHIC	
						LE AQUISITION	
						Totals for 83518	29,558.00
83519	TRUGREEN LIMITED PAR	JPAP06	06/03/2022	LAWN SERVICE WORK ORDER 4850344689 LWHS/MMS	GENERAL	0	274.74
						FUND/CLEANING	
						SERVICES/OPERATION	
83519	TRUGREEN LIMITED PAR	JPAP06	06/03/2022	LAWN SERVICE WORK ORDER 4850344689 LWHS/MMS	GENERAL	0	207.26
						FUND/CLEANING	
						SERVICES/OPERATION	
83519	TRUGREEN LIMITED PAR	JPAP06	06/03/2022	LAWN SERVICE WORK ORDER 4850344690 VACANT LOT & PRACTICE	GENERAL FUND/REPAIR	0	935.00
						& MAINTENANCE	
						SERVICES/SITE	
						REPAIRS	
83519	TRUGREEN LIMITED PAR	JPAP06	06/03/2022	LAWN SERVICE WORK ORDER 4850344688 MES	GENERAL	0	396.00
						FUND/CLEANING	
						SERVICES/OPERATION	
						Totals for 83519	1,813.00
83520	US CELLULAR	JPAP06	06/03/2022	FOR DISTRICT CELL PHONES 2021-22	GENERAL	8002200026	341.49
						FUND/TELEPHONE AND	
						TELEGRAPH/CENTRAL	
						SERVICES	
						Totals for 83520	341.49
83522	WASBO (WI ASSOC OF S	JPAP06	06/03/2022	2022-2023 WASBO DISTRICT PROFESSIONAL MEMBERSHIP	GENERAL	0	260.00
						FUND/EMPLOYEE DUES	
						AND FEES/DIRECTION	
						OF BUSINESS	
						Totals for 83522	260.00
83524	WAUPACA COUNTY DHHS	JPAP06	06/03/2022	LWHS FOOD SERVICE INSPECTION	FOOD SERVICE	0	392.00
						FUND/REPAIR &	
						MAINTENANCE	
						SERVICES/FOOD	
						SERVICES	
83524	WAUPACA COUNTY DHHS	JPAP06	06/03/2022	MES FOOD SERVICE INSPECTION	FOOD SERVICE	0	311.00
						FUND/REPAIR &	
						MAINTENANCE	
						SERVICES/FOOD	
						SERVICES	
						Totals for 83524	703.00
83525	WEINAND, CHRISTINA	JPAP06	06/03/2022	REIMBURSE FOOD SERVICE ACCOUNT - MAKENNA WEINAND	FOOD SERVICE	0	12.00
						FUND/OTHER DEFERRED	
						REVENUES	
						Totals for 83525	12.00
83526	WI DEPT OF JUSTICE	JPAP06	06/03/2022	BACKGROUND CHECKS - APRIL/MAY 2022 (17 @ \$7)	GENERAL	0	119.00
						FUND/PERSONAL	
						SERVICES/OTHER	
						STAFF SERVICES	
						Totals for 83526	119.00
83528	CASH	JPAP06	06/10/2022	DISTRICT OFFICE PETTY CASH	GENERAL	0	117.88
						FUND/POSTAGE/CARTAGE	
						/CENTRAL SERVICES	
						Totals for 83528	117.88
83529	CENTURY LINK	JPAP06	06/10/2022	Century Link monthly bill	GENERAL	8002200017	49.52
						FUND/TELEPHONE AND	

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					TELEGRAPH/CENTRAL SERVICES		
					Totals for	83529	49.52
83530	CITY OF MANAWA	JPAP06	06/10/2022	SPRING 2022 SOFTBALL AND BASEBALL USE OF LINDSAY PARK	GENERAL FUND/RENTAL-EQUIPMENT/VEHICLE/FACILITY AQUISITION/REMODELING	0	3,000.00
					Totals for	83530	3,000.00
83531	STERLING WATER CULLI	JPAP06	06/10/2022	SOLAR SALT AND SYSTEM CHECK AT LWHS/MMS BUILDING	GENERAL FUND/CLEANING SERVICES/OPERATION	0	84.30
83531	STERLING WATER CULLI	JPAP06	06/10/2022	SOLAR SALT AND SYSTEM CHECK AT LWHS/MMS BUILDING	GENERAL FUND/CLEANING SERVICES/OPERATION	0	63.60
					Totals for	83531	147.90
83532	E O JOHNSON CO., INC	JPAP06	06/10/2022	COPIER PAYMENT	GENERAL FUND/COMMUNICATION/ADMINISTRATIVE TECHNOLOGY SERV	8002200030	3,050.56
					Totals for	83532	3,050.56
83533	GFL ENVIRONMENTAL	JPAP06	06/10/2022	Open PO for Garbage Removal	GENERAL FUND/CLEANING SERVICES/OPERATION	8002200016	891.00
					Totals for	83533	891.00
83534	GREEN BOYZ INC	JPAP06	06/10/2022	MOWING SERVICE	GENERAL FUND/CLEANING SERVICES/OPERATION	0	2,227.50
					Totals for	83534	2,227.50
83535	GRIZZLY INDUSTRIAL,	JPAP06	06/10/2022	DOWNDRAFT SANDER	GENERAL FUND/NON-CAPITAL EQUIPMENT/TECHNOLOGY EDUCATION	4002200342	2,962.00
					Totals for	83535	2,962.00
83536	HUMPHRYS COVERSPO RTS	JPAP06	06/10/2022	COVERS FOR THE LONG JUMP (2)	GENERAL FUND/NON-CAPITAL EQUIPMENT/EQUIPMENT	8002200087	2,750.00
					Totals for	83536	2,750.00
83537	IRRIGATION SERVICES	JPAP06	06/10/2022	IRRIGATION SERVICES	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/SITE REPAIRS	0	854.70
					Totals for	83537	854.70
83538	INTEGRATED SYSTEMS C	JPAP06	06/10/2022	SKYWARD HOSTING SERVICES	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIVE TECHNOLOGY SERV	8002200032	360.00
					Totals for	83538	360.00
83539	J.F. AHERN CO.	JPAP06	06/10/2022	FIRE EQUIPMENT INSPECTION	SPECIAL EDUCATION FUND/CLEANING SERVICES/OPERATION	0	60.50
					Totals for	83539	60.50
83540	MACGILL DISCOUNT MED	JPAP06	06/10/2022	Fire blankets	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	4002200314	163.64
83540	MACGILL DISCOUNT MED	JPAP06	06/10/2022	BLUE TRANSPORT CHAIR	GENERAL	1012200123	159.60

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					FUND/NON-CAPITAL EQUIPMENT/HEALTH		
					Totals for 83540		323.24
83541	OFFICE DEPOT	JPAP06	06/10/2022	TAPE	GENERAL	0	11.70
					FUND/CENTRAL SUPPLY ROOM/GENERAL ADMINISTRATION		
83541	OFFICE DEPOT	JPAP06	06/10/2022	PAPER	GENERAL	0	14.34
					FUND/CENTRAL SUPPLY ROOM/GENERAL ADMINISTRATION		
					Totals for 83541		26.04
83543	PIONEER VALLEY BOOKS	JPAP06	06/10/2022	LITERACY MATERIALS	GENERAL	1012200145	12,584.00
					FUND/TEXTBOOKS & WORKBOOKS/ENGLISH LANGUAGE		
					Totals for 83543		12,584.00
83544	SERVICE MOTOR COMPAN	JPAP06	06/10/2022	PARTS	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	159.74
					Totals for 83544		159.74
83545	UNIFIRST CORPORATION	JPAP06	06/10/2022	MATS & MOPS	GENERAL	0	51.32
					FUND/CLEANING SERVICES/OPERATION		
83545	UNIFIRST CORPORATION	JPAP06	06/10/2022	MATS & MOPS	GENERAL	0	41.66
					FUND/CLEANING SERVICES/OPERATION		
83545	UNIFIRST CORPORATION	JPAP06	06/10/2022	MATS & MOPS	GENERAL	0	31.42
					FUND/CLEANING SERVICES/OPERATION		
					Totals for 83545		124.40
202110228	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,092.02
202110228	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,415.95
202110228	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	315.82
202110228	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,092.02
202110228	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,415.95
202110228	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	315.82
					Totals for 202110228		21,647.58
202110244	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,382.51
202110244	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,379.47
202110244	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	FOOD SERVICE	0	314.91

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/WI RETIREMENT FUND		
202110244	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,382.51
202110244	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,379.47
202110244	WISCONSIN RETIREMENT	WRS	05/27/2022	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	314.91
Totals for 202110244							20,153.78
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,788.32
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,286.85
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	312.30
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,821.44
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	300.96
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.03
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	831.00
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	175.47
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	45.00
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	12.00
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	8,938.87
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	956.09
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	182.60
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,821.44
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	300.96
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.03

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,788.32
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,286.85
202110251	INTERNAL REVENUE SER	P9	05/13/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	312.30
					Totals for 202110251		34,306.83
202110252	MASSMUTUAL FINANCIAL	P9	05/13/2022	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202110252		50.00
202110253	WEA TAX SHELTERED AN	P9	05/13/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202110253	WEA TAX SHELTERED AN	P9	05/13/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	150.00
					Totals for 202110253		250.00
202110254	WISCONSIN DEPT OF RE	P9	05/13/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	110.00
202110254	WISCONSIN DEPT OF RE	P9	05/13/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202110254	WISCONSIN DEPT OF RE	P9	05/13/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	20.00
202110254	WISCONSIN DEPT OF RE	P9	05/13/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,642.43
202110254	WISCONSIN DEPT OF RE	P9	05/13/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	560.72
202110254	WISCONSIN DEPT OF RE	P9	05/13/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	94.96
					Totals for 202110254		5,433.11
202110256	WEA MEMBER BENEFIT T	P9	05/13/2022	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
					Totals for 202110256		40.00
202110258	DELTA DENTAL OF WISC	JPWI05	05/11/2022	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	967.80
					Totals for 202110258		967.80
202110259	DIVERSIFIED BENEFIT	JPWI05	05/17/2022	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	357.53
					Totals for 202110259		357.53
202110261	EMPLOYEE BENEFITS CO	JPWI05	05/12/2022	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY21-22	0	95.00
					Totals for 202110261		95.00
202110263	EMPLOYEE BENEFITS CO	JPWI05	05/31/2022	BESTFLEX & HRA FEES	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	872.00
					Totals for 202110263		872.00
202110264	EMPLOYEE BENEFITS CO	JPWI05	05/19/2022	DEPENDENT CARE CLAIM & UNCOVERED MEDICAL	GENERAL FUND/FLEX PLAN SY21-22	0	105.26
202110264	EMPLOYEE BENEFITS CO	JPWI05	05/19/2022	DEPENDENT CARE CLAIM &	EMPLOYEE BENIFIT	0	500.00



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				UNCOVERED MEDICAL	TRUST FUND/OTHER ADJUSTMENTS/ADJUSTME NTS & REFUNDS		
					Totals for 202110264		605.26
202110265	DIVERSIFIED BENEFIT	JPWI05	05/24/2022	HRA REIMBURSEMENTS	GENERAL FUND/HEALTH INSURANCE	0	974.73
					Totals for 202110265		974.73
202110266	DELTA DENTAL OF WISC	JPWI05	05/18/2022	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	837.00
					Totals for 202110266		837.00
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,896.40
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,378.45
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	369.27
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,080.63
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	322.35
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	86.36
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	831.00
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	193.12
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	77.35
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	12.00
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,524.67
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,008.85
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	237.44
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,080.63
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	322.35
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	86.36

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202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,896.40
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,378.45
202110267	INTERNAL REVENUE SER	P9	05/31/2022	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	369.27
						Totals for 202110267	39,151.35
202110268	WEA TAX SHELTERED AN	P9	05/31/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202110268	WEA TAX SHELTERED AN	P9	05/31/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	150.00
						Totals for 202110268	250.00
202110269	WISCONSIN DEPT OF RE	P9	05/31/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	110.00
202110269	WISCONSIN DEPT OF RE	P9	05/31/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202110269	WISCONSIN DEPT OF RE	P9	05/31/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	20.00
202110269	WISCONSIN DEPT OF RE	P9	05/31/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	5,375.61
202110269	WISCONSIN DEPT OF RE	P9	05/31/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	592.08
202110269	WISCONSIN DEPT OF RE	P9	05/31/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	119.85
						Totals for 202110269	6,222.54
202110271	WEA MEMBER BENEFIT T	P9	05/31/2022	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202110271	40.00
202110272	EMPOWER RETIREMENT	P9	05/31/2022	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202110272	50.00
202110273	DELTA DENTAL OF WISC	JPWI05	05/25/2022	DENTAL CLAIMS/DENTAL ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,206.35
						Totals for 202110273	1,206.35
202110274	DIVERSIFIED BENEFIT	JPWI05	05/27/2022	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	1,346.74
						Totals for 202110274	1,346.74
202110275	EMPLOYEE BENEFITS CO	JPWI06	06/02/2022	BESTFLEX CLAIMS	GENERAL FUND/FLEX PLAN SY21-22	0	856.34
						Totals for 202110275	856.34
202110276	DELTA DENTAL OF WISC	JPWI06	06/01/2022	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	3,570.70
						Totals for 202110276	3,570.70
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,259.61
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL	0	1,416.30

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202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	SECURITY) FOOD SERVICE	0	341.63
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) COMMUNITY SERVICE	0	261.93
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL FUND/FICA	0	2,165.57
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION	0	331.24
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	79.90
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) COMMUNITY SERVICE	0	61.26
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL	0	831.00
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FEDERAL INCOME TAX SPECIAL EDUCATION	0	175.47
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FEDERAL INCOME TAX FOOD SERVICE	0	45.00
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL	0	24.00
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL	0	11,320.54
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FEDERAL INCOME TAX SPECIAL EDUCATION	0	988.27
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FEDERAL INCOME TAX FOOD SERVICE	0	214.75
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FEDERAL INCOME TAX COMMUNITY SERVICE	0	373.95
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL FUND/FICA	0	2,165.57
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION	0	331.24
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	79.90
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) COMMUNITY SERVICE	0	61.26
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL FUND/FICA	0	9,259.61
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION	0	1,416.30

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	341.63
202110277	INTERNAL REVENUE SER	P9	06/15/2022	Payroll accrual	FUND/FICA (SOCIAL SECURITY) COMMUNITY SERVICE	0	261.93
						Totals for 202110277	41,807.86
202110278	WEA TAX SHELTERED AN	P9	06/15/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202110278	WEA TAX SHELTERED AN	P9	06/15/2022	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	150.00
						Totals for 202110278	250.00
202110279	WISCONSIN DEPT OF RE	P9	06/15/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	110.00
202110279	WISCONSIN DEPT OF RE	P9	06/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202110279	WISCONSIN DEPT OF RE	P9	06/15/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	20.00
202110279	WISCONSIN DEPT OF RE	P9	06/15/2022	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	5,344.30
202110279	WISCONSIN DEPT OF RE	P9	06/15/2022	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	575.57
202110279	WISCONSIN DEPT OF RE	P9	06/15/2022	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	110.56
202110279	WISCONSIN DEPT OF RE	P9	06/15/2022	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	181.09
						Totals for 202110279	6,346.52
202110281	WEA MEMBER BENEFIT T	P9	06/15/2022	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202110281	40.00
202110282	EMPOWER RETIREMENT	P9	06/15/2022	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202110282	50.00
212200231	ABBAY, JANET	JPAP05	05/26/2022	REIMBURSE MILEAGE FOR HOME VISITS MAY 4, 11, 18	GENERAL FUND/EMPLOYEE TRAVEL/COMMUNITY RELATIONS	0	60.26
						Totals for 212200231	60.26
212200232	DRATH, RONALD	JPAP05	05/26/2022	BASEBALL OFFICIAL ON 5/18/22 AT THE NEURO SCIENCE FIELD	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	80.00
						Totals for 212200232	80.00
212200233	O'BRIEN, CARMEN	JPAP05	05/26/2022	WASBO SPRING CONFERENCE MILEAGE & HOTEL 5/18 & 5/19/22	GENERAL FUND/EMPLOYEE TRAVEL/DIRECTION OF BUSINESS	0	604.33
						Totals for 212200233	604.33

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
212200234	REW, JAMES	JPAP05	05/26/2022	VARSITY SOFTBALL OFFICIAL ON 5/24/22 VS CRANDON	GENERAL FUND/PERSONAL SERVICES/GIRLS SOFTBALL	0	110.50
						Totals for 212200234	110.50
212200235	SCHULTZ, DAVID	JPAP05	05/26/2022	VARSITY SOFTBALL OFFICIAL ON 5/24/22 VS CRANDON	GENERAL FUND/PERSONAL SERVICES/GIRLS SOFTBALL	0	70.00
						Totals for 212200235	70.00
212200236	PETHKE, ROBERT	060122	05/24/2022	4 COACHES - BASEBALL & SOFTBALL ALL CONFERENCE MTG ON 5/25/22	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	60.00
						Totals for 212200236	60.00
212200237	ABBAY, JANET	JPAP06	06/02/2022	JANET ABBAY FOOD CONTINGENCY	GENERAL FUND/FOOD/UNDIFFEREN TIATED CURRICULUM	1012200051	39.93
						Totals for 212200237	39.93
212200238	ANDERSON, MEGAN	JPAP06	06/02/2022	FOOD CONTINGENCY	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272200022	56.49
212200238	ANDERSON, MEGAN	JPAP06	06/02/2022	FOOD CONTINGENCY PURSHASED FROM FESTIVAL FOODS	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272200022	8.28
212200238	ANDERSON, MEGAN	JPAP06	06/02/2022	REIMBURSE MILEAGE TO TRANSPORT A STUDENT 2022	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED PARENT CONTRACT	0	149.76
						Totals for 212200238	214.53
212200239	CONNOLLY, JANINE	JPAP06	06/02/2022	TRANSPORTING STUDENT	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	917.16
						Totals for 212200239	917.16
212200240	PETHKE, ROBERT	JPAP06	06/02/2022	REIMBURSE INDIVIDUAL ENDURO FENCE POLES FOR SOFTBALL THAT HE PURCHASED FROM MARKERS, INC	GENERAL FUND/NON-CAPITAL EQUIPMENT/GIRLS SOFTBALL	0	88.52
						Totals for 212200240	88.52
212200241	ZIEMER, CORRIE	JPAP06	06/02/2022	REIMBURSEMENT OF STUDENT COUNCIL LUNCH	GENERAL FUND/FOOD/STUDENT COUNCIL	0	175.00
						Totals for 212200241	175.00
212200242	CONNOLLY, JANINE	JPAP06	06/10/2022	TRANSPORTING STUDENT	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	141.10
						Totals for 212200242	141.10
212200243	PLEKAN, KEVIN	JPAP06	06/10/2022	SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY	0	100.93



<u>CHECK</u>	<u>BATCH</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>ACCOUNT</u>	<u>PO</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>NUMBER</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>AMOUNT</u>
				EDUCATION		
					Totals for 212200243	100.93
					Totals for checks	446,536.43

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	255,362.95	500.00	120,349.92	376,212.87
27	SPECIAL EDUCATION FUND	20,903.78	0.00	30,673.97	51,577.75
50	FOOD SERVICE FUND	5,209.65	0.00	11,834.74	17,044.39
73	EMPLOYEE BENIFIT TRUST FUND	0.00	0.00	500.00	500.00
80	COMMUNITY SERVICE FUND	1,201.42	0.00	0.00	1,201.42
***	Fund Summary Totals ***	282,677.80	500.00	163,358.63	446,536.43

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

Name	Reference	Trans Date	Description	Post Date	Amount
		05/02/2022	PERSONAL PROPERTY AID	05/02/2022	6,810.44
			Totals for 15954		6,810.44
		05/06/2022	STUDENT COUNCIL SHAKE SALE	05/06/2022	173.00
			Totals for 15968		173.00
		05/06/2022	WORK PERMIT	05/06/2022	10.00
			Totals for 15969		10.00
		05/06/2022	HS FOOD SERVICE FOR WEEK OF 5/2 TO 5/6	05/06/2022	573.50
			Totals for 15975		573.50
		05/13/2022	GRADUATION STOLE RESALE	05/13/2022	35.00
			Totals for 15977		35.00
		05/13/2022	C PRUE DISTRICT FEE	05/13/2022	20.00
			Totals for 15978		20.00
		05/13/2022	C PRUE PARKING FEE	05/13/2022	10.00
			Totals for 15979		10.00
		05/13/2022	C PRUE ATHLETIC PARTICIPATION FEE	05/13/2022	30.00
			Totals for 15980		30.00
		05/13/2022	GSA DONATION	05/13/2022	30.00
			Totals for 15981		30.00
		05/13/2022	FORWARD HEALTH - DHS	05/13/2022	6,334.41
			Totals for 15982		6,334.41
		05/13/2022	LIONS PAYMENT FOR REPLACEMENT AED	05/13/2022	601.68
			Totals for 15983		601.68
		05/13/2022	LIONS PAYMENT FOR REPLACEMENT AED	05/13/2022	797.57
			Totals for 15984		797.57
		05/13/2022	NEW AED PAID FOR BY ATHLETIC BOOSTER CLU	05/13/2022	1,534.29
			Totals for 15985		1,534.29
		05/13/2022	TOWN OF HELVETIA, UNDERPAID LAST INSTALL	05/13/2022	93.33
			Totals for 15986		93.33
		05/13/2022	LIONS CLUB SR BANQUET MEAL	05/13/2022	699.15
			Totals for 15987		699.15
		05/13/2022	J BALLWEG SCHOLARSHIP PAYMENT FOR AMBER	05/13/2022	500.00
			Totals for 15988		500.00
		05/13/2022	JUSTIN MEIDAM SCHOLARSHIP	05/13/2022	1,500.00
			Totals for 15989		1,500.00
		05/13/2022	NASH LANE SCHOLARSHIP	05/13/2022	1,500.00
			Totals for 15990		1,500.00
		05/13/2022	WEEK OF 5/9 TO 5/13	05/13/2022	400.00
			Totals for 15991		400.00
		05/13/2022	WEEK OF 5/9 TO 5/13	05/13/2022	624.00
			Totals for 15992		624.00
		05/16/2022	LIBRARY BOOK FAIR	05/13/2022	661.18
			Totals for 15976		661.18
			Total for Cash Receipts		22,937.55

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	6,998.77	2,933.54	9,932.31
21	Special Revenue Trust Fund	0.00	4,374.18	0.00	4,374.18
27	SPECIAL EDUCATION FUND	0.00	6,334.41	0.00	6,334.41
50	FOOD SERVICE FUND	1,597.50	699.15	0.00	2,296.65
***	Fund Summary Totals ***	1,597.50	18,406.51	2,933.54	22,937.55

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







# School District of Manawa

## FOR IMMEDIATE RELEASE

May 17, 2022

Contact: Dr. Melanie J. Oppor, 920-596-5300

## WEDC invests in the School District of Manawa for fab lab equipment

The Wisconsin Economic Development Corporation (WEDC) announced today that the School District of Manawa is the recipient of a state grant to fund new fabrication laboratory (fab lab) facilities, which will equip Wisconsin students with essential skills for the 21<sup>st</sup> century's global economy. Little Wolf High School was awarded \$25,000 to create a fab lab.

"Fab labs provide students throughout Wisconsin with access to the hands-on experience and training necessary to prepare them for the jobs of tomorrow and beyond," Governor Tony Evers said. "We're glad to be awarding these funds to 21 school districts today so they can establish or expand their fab lab programs, which continue to benefit entire communities across our state by fostering collaboration, bolstering access to technology, encouraging innovation, and inspiring the next generation of leaders."

WEDC's Fab Labs Grant Program is designed to support hands-on learning in the subjects of science, technology, engineering, art and mathematics (STEAM) by assisting public school districts with equipment purchases such as 3D printers, laser engravers, computer numerical control routers and plasma cutters for instructional and educational purposes.

"WEDC has invested over \$3.9 million for the past seven years to provide 106 school districts across the state with the equipment necessary to help students learn high-demand skills, including technology, manufacturing and engineering," said Missy Hughes, secretary and CEO of WEDC. "Fab labs benefit not only the students themselves with important technology and career skills, but they also benefit Wisconsin employers, who will be able to find workers with the right skills to allow their companies to grow and thrive."

Including the School District of Manawa, 21 school districts throughout the state are being awarded a total of \$508,030 in Fab Lab grants this year to establish or expand their fab labs.

"Being selected to receive this generous grant will allow the School District of Manawa to expand programming opportunities in the area of engineering and computer science. Access to a well-equipped fab lab will allow students to gain invaluable experience and training in preparation for a wide array of careers in high demand in today's global marketplace," said District Administrator Dr. Melanie J. Oppor.

Fab labs have the potential to benefit individual students, school districts, the surrounding community and Wisconsin's economy as a whole. For more information, visit WEDC's [fab lab resource page](#) or follow #WIFabLab on Twitter.

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### School District of Manawa

800 Beech Street  
Manawa, WI 54949

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

### Little Wolf High School Manawa Middle School

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

### Manawa Elementary

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

### ManawaSchools.org



/ ManawaSchools



/ ManawaSchools



# School District of Manawa

## About the School District of Manawa

The School District of Manawa covers approximately 117 square miles and is centrally located in Waupaca County. Our 600 students come from the City of Manawa, and the Township of Little Wolf, portions of the Townships of Union, St. Lawrence, Bear Creek, Lebanon, Royalton, Mukwa, Helvetia and the Village of Ogdensburg. The District operates two school buildings. Manawa Elementary School at 800 Beech Street houses grades 4K to five. Manawa Middle School/Little Wolf High School located at 515 Fourth Street serves students in grades six to eight and nine through twelve respectively. The SDM engages students to reach their full potential in a changing global society through highly effective instruction and leadership. Visit the School District of Manawa at [manawaschools.org](http://manawaschools.org) to learn more.

## About the Wisconsin Economic Development Corporation

The Wisconsin Economic Development Corporation (WEDC) leads economic development efforts for the state by advancing and maximizing opportunities in Wisconsin for businesses, communities and people to thrive in a globally competitive environment. Working with more than 600 regional and local partners, WEDC develops and delivers solutions representative of a highly responsive and coordinated economic development network. Visit [wedc.org](http://wedc.org) or follow WEDC on Twitter @WEDCNews to learn more.

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Fax: (920) 596-5339

### ManawaSchools.org



/ ManawaSchools



/ ManawaSchools



# Wisconsin Interscholastic Athletic Association

5516 Vern Holmes Drive, Stevens Point, WI 54482-8833

Phone (715) 344-8580 • Email: [sschulfer@wiaawi.org](mailto:sschulfer@wiaawi.org)

## SENIOR HIGH MEMBERSHIP RENEWAL

Grades 9-12  
2022-2023 School Year

### Manawa High School

I, as duly authorized by the Board of Education or Governing Body of the above named school, request membership in the Wisconsin Interscholastic Athletic Association for 2022-2023. **I understand and agree that as a condition of membership, the above named school adopts the rules of this Association and will conduct its athletic program in accordance with the Constitution, Bylaws, Rules of Eligibility and Sports Regulations (boys and girls) as well as the interpretations and decisions of the WIAA Board of Control.** (Note: A school that voluntarily terminates membership in the Association shall be denied readmission for a period of four school years.)

It is further agreed that the administrators and coaches of the above named school have Board of Education or Governing Body approval if called upon to serve the WIAA in an elected or appointed position.

Board of Education, Governing Body President, or Authorized Administrator

Melanie J. Oppor, PhD  
(Signature)

Date 6-8-2022

Printed Name Dr. Melanie J. Oppor

As a result of membership concerns for better communication, the WIAA will communicate directly with District Administrators/Presidents and/or Principals regarding WIAA membership issues. Sport season maintenance information will be directed to your designated athletic director. We hope that schools will also distribute information to the appropriate persons within their building(s) as they deem appropriate. Note: A member school is required to maintain administrative control and oversight of at least one independently sponsored interscholastic athletic program or co-op program throughout the duration of its membership.

**Note:** The WIAA membership-sponsored tournaments are the collective property of the Association and not of any individual member. The Association reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of membership-sponsored tournaments; appropriate proprietary interests; and the use of images or transmissions identifying students, administrative personnel and member school marks.

**CO-OP TEAMS:** If at any time your co-op is discontinued or not renewed, BOTH (ALL) Schools must re-apply for Tournament eligibility for the following season by the appropriate deadlines, Fall Sports - February 1 | Winter Sports - April 1 | Spring Sports - June 1.

**DO NOT remove checkmarks, instead please cross-off (and initial) any sports you won't be offering. If you note a discrepancy in the offerings checked, please contact [dsankey@wiaawi.org](mailto:dsankey@wiaawi.org) at the WIAA prior to submitting your application. You may not add checkmarks to this form as those deadlines have past for this current school year.**

<u>BOYS SPORTS</u>	Contact Co-op	Non-Contact Co-op	Not in Tourn	<u>GIRLS SPORTS</u>	Contact Co-op	Non-Contact Co-op	Not in Tourn
Baseball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basketball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basketball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross Country	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Golf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Football	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Player Football	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hockey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Golf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soccer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hockey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Softball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soccer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swim & Dive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swim & Dive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tennis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Track & Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track & Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volleyball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wrestling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**WIAA DUES/FEEES 2022-2023: \$0.00**  
**The Board of Control action on 4/21/15 to suspend dues/fees until 2017-2018 became permanent as a result of membership action at the 2017 annual meeting**

Sign and email [sschulfer@wiaawi.org](mailto:sschulfer@wiaawi.org) this Membership Application no later than August 1, 2022.



Stephanie Flynn <[sflynn@manawaschools.org](mailto:sflynn@manawaschools.org)>

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## Re: job opportunity

1 message

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**Melanie Oppor** <[moppor@manawaschools.org](mailto:moppor@manawaschools.org)>

Thu, May 19, 2022 at 2:03 PM

To: Dawn Millard <[dmillard@manawaschools.org](mailto:dmillard@manawaschools.org)>

Cc: Michelle Johnson <[mjohnson@manawaschools.org](mailto:mjohnson@manawaschools.org)>, Dan Wolfgram

<[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)>, Danni Brauer <[dbrauer@manawaschools.org](mailto:dbrauer@manawaschools.org)>, Stephanie Flynn

<[sflynn@manawaschools.org](mailto:sflynn@manawaschools.org)>, Carmen O'Brien <[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)>, Julie Prey

<[jprey@manawaschools.org](mailto:jprey@manawaschools.org)>

Dear Dawn,

Thank you for your request for a voluntary transfer from 1.0 FTE MMS ELA teacher to the .49 FTE secondary special assignment teacher position at Manawa Middle School for the 2022-23 school year. I am writing to confirm your voluntary transfer is being approved. Your vast experience with literacy will be invaluable in assisting students in addressing learning loss. Thank you for your ongoing commitment to the School District of Manawa.

Sincerely,

Melanie

**Melanie J. Oppor, PhD**

District Administrator

School District of Manawa

[800 Beech Street](#)

[Manawa, WI 54949](#)

[Office: 920-596-2525](#)

**Make it a wonderful learning day!**

**CONFIDENTIALITY NOTICE:** This message may contain confidential information, including, but not limited to, student personally identifiable information. Such information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, printing, distribution or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you receive this e-mail message in error, please immediately notify me by telephone at 920-596-2525 to arrange for the return of the original document to me. Please also delete the message from your computer. Thank you.

On Wed, May 11, 2022 at 9:39 AM Dan Wolfgram <[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)> wrote:

FYI

----- Forwarded message -----

From: **Dawn Millard** <[dmillard@manawaschools.org](mailto:dmillard@manawaschools.org)>

Date: Tue, May 10, 2022 at 1:00 PM

Subject: job opportunity

To: Dan Wolfgram <[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)>

Mr. Wolfgram,

I am writing to tell you that I am interested in the .49 FTE position posted by Stephanie Flynn.

Thank you for your consideration,

Dawn

--

Dawn Millard

6th/7th/8th Language Arts Teacher

Manawa Middle School/Little Wolf Senior High School

**GO WOLVES!!**

--

Sent from Gmail Mobile



Carmen O'Brien <cobrien@manawaschools.org>

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## resignation

1 message

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**Sue Miller** <smiller@manawaschools.org>

Tue, May 17, 2022 at 5:17 AM

To: Carmen O'Brien <cobrien@manawaschools.org>, Dan Wolfgram <dwolfgram@manawaschools.org>

Due to health reasons, I, Sue Miller, have to resign from my AM custodial position at the Manawa Middle School & Little Wolf High School. I will be turning in my keys and staff parking pass on Wednesday, May 18, 2022.

Thank you to all who have been there and very understanding under these circumstances.

May everyone have a great rest of the school year, and a great year ahead.

Sue Miller





Melanie Oppor <moppor@manawaschools.org>

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## Resignation - Stephanie Flynn

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Stephanie Flynn <sflynn@manawaschools.org>

Mon, Jun 13, 2022 at 10:10 AM

To: Melanie Oppor <moppor@manawaschools.org>, Danni Brauer <dbrauer@manawaschools.org>, Dean Marzofka <dmarzofka@manawaschools.org>

Dr. Oppor, Ms. Bauer, Mr. Marzofka & the Board of Education,

I am resigning from my duties at the School District of Manawa as part-time District Administrative Assistant Support/Special Education Administrative Assistant Support /IT Administrative Assistant Support effective June 30, 2022. My last day in the office will be June 23 due to pre-approved time off. I will return my keys, fob and computer at that time.

Thank you for the opportunities I have been given over the last 8 years.

Sincerely,

--

**Stephanie Flynn**

920-596-2525

District Administrative Assistant

Special Education Admin Assistant

School District of Manawa, WI



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

To: Board of Education  
From: Dr. Melanie J. Oppor  
Date: June 17, 2022  
Re: Secondary School Counselor Recommendation

The purpose of this memo is to recommend Matthew Dorsey for the 1.0 FTE Secondary School Counselor position at Manawa Middle School and Little Wolf High School beginning with the 2022-23 school year.

Mr. Dorsey has completed his internship with the Stevens Point Area School District and is now ready to take on the role of an initial educator/counselor. Mr. Dorsey served as a long-term substitute teacher working with students with special needs in the area of emotional/behavioral disturbance. His supervisor noted that he worked with some of the most severely involved students and built an excellent rapport with the students and their families. Students' emotional/behavioral growth occurred under his guidance. Prior to pursuing his counseling licensure, Mr. Dorsey worked as a technician for Best Buy for over five years.

Mr. Dorsey received his Bachelor of Fine Arts Degree from the University of Wisconsin – Milwaukee in psychology. His Master of Science Degree is from Concordia University in School Counseling.

The references for Mr. Dorsey indicate that he is dynamic and adaptable. They note he is a skilled problem solver. His cooperating counselor ranked him in the top 10% of interns with whom she has worked and in fact indicated Mr. Dorsey is “the best she has ever had”. He maintains a calm demeanor even in extremely stressful circumstances. Mr. Dorsey demonstrated exemplary communication skills. His supervisors indicate that Mr. Dorsey was always willing to go above and beyond expectations. He was able to handle any situation that came his way. Mr. Dorsey's manner makes people feel at ease in talking with him.

There were initially three applicants for the position. One applicant withdrew her name as she had already accepted a position in another district. One applicant never returned a call to schedule an interview. Mr. Dorsey received the unanimous endorsement of the interview committee that included members of the administrative team and a teacher. Please do not hesitate to contact me should you have any questions regarding this recommendation. Thank you for your thoughtful consideration.



ROBERT R. CONROY OR MARY K. CONROY

3794

79-383/759

5-13-2022

Pay to the Order of Little Wolf High School \$500.00

Five Hundred and 00/100 Dollars

PREMIER COMMUNITY BANK  
www.premiercommunity.com

For Boosters Club

Mary Conroy

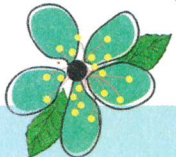
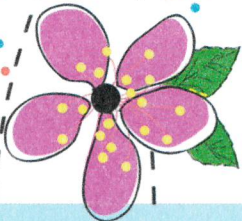
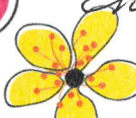
Little Wolf High School:

Thank you so much for acknowledging Bot, we would have been so proud as the Conroy family was. He is truly missed.



I am enclosing a

check for the Boosters Club understand they have projects going and are in need of funds.



Thanks a bunch!

Keep up the good work at Little Wolf

Thanks again

Mary Conroy



# School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: 6/14/22  
Re: MES/Special Education Update

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## Manawa Elementary School

- PTO sponsored a Fun Day on June 2nd. Volunteers planned and led a variety of activities. It was a gorgeous day for us to have fun together in the sunshine in the morning. Students had popcorn and a movie in the afternoon. Thank you to all the volunteers to make the day happen!
- Nurse Joanne from Iola visited to give the 4th and 5th grade Human Growth and Development talks in May. She was impressed with student behavior. Ms. U met with each group after their talk to see if they had any other questions that they didn't feel comfortable asking a new person. Ms. U commented

## Special Education

- We are in the verification phase of the Reading Drives Achievement: Procedural Compliance Self-Assessment process. We are still waiting for the student list from DPI.



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

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 6/10/2022  
**Re:** Business Office Monthly Update - June

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This past month has been filled with collecting teaching contracts, letters of intent for school year support staff, and memoranda of understanding (MOUs) for 12-month (annual) support staff.

Teaching contracts must be returned by June 15<sup>th</sup> of each year by state law. Teachers may not be under a school year contract with more than one district. For this reason, teachers need to officially resign from a position before they can sign with a new district. Section four (4) in the SDM teaching contract lays out how the contract can be terminated. If the teacher asks to terminate the contract, the BOE may ask for liquidated damages as follows:

After June 1 but prior to July 1	\$500.00
After June 30 but prior to August 1	\$1,000.00
After July 31 but prior to August 15	\$1,500.00
After August 14	\$2,500.00

All signed teacher contracts are given to the Board President and Board Clerk to sign at the June BOE meeting. Finding quality teachers has become competitive so understanding the laws and the contract language has become increasingly important.

Annual support staff that work 12-months received their MOU in May and are asked to return them by June 15<sup>th</sup>. These are signed by the district administrator. MOUs are a little less formal than a contract and more like a written agreement. The employee agrees to work the job under the conditions in the Support Staff Handbook for the amount of time and wage indicated.

Letters of intent went out and all were returned for support staff that work during the regular school year. This means that at this time, all of these employees intend to return for the 2022-23 school year. MOUs will go out to these staff in August to formalize their employment. The letter of intent is not a binding agreement and these employees may change their minds.

Like teacher contracts, administrator contracts are also governed by state law. They are different in that a nonrenewal must be issued by the appropriate deadline or the contract automatically renews. These dates are earlier and actually kick off public school contract season.



# KOBUSSEN BUSES LTD.

*Family Pride in Every Ride*

June 7, 2022

May Transportation Report

Prepared For: School District of Manawa

To Whom it May Concern,

For the month of May there were 21 days of school and 35 extracurricular activity trips that went out.

It is hard to believe another school year has come and gone already and planning is already underway for the upcoming school year! Carmen and I worked together to update the bus registration form, and Kris Thompson also created a Skyward form. This way, parents can utilize whichever option is easier for them.

During the summer months, we work shortened days as not much is going on. We do have summer school routes, and our Valley Packaging and Sturm Foods routes run throughout the summer. Aside from these routes, we welcome any additional work. We rent out our buses to provide work for our drivers during the off season. If you are interested in renting a bus for your occasion, or know someone who would be interested, please visit our website, [www.kobussen.com](http://www.kobussen.com), or you may contact me as well with the contact information below.

Our search for bus drivers continues! For next school year, we are currently one driver short for a morning and afternoon route. The need for sporting event drivers never ends. This is a great job for coaches, parents and community members that enjoy watching their favorite team! Or if you know someone that just enjoys driving, this is the job for them! We would love to welcome them to our team of drivers! If you know of someone, they can apply online at [www.kobussen.com](http://www.kobussen.com), or if they have questions, they can contact me directly. My contact information is below.

If anyone has any questions, comments, or concerns, please do not hesitate to contact me: (920) 389-1500 ext. 1701 or my email is: [Jacob.elsner@kobussen.com](mailto: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

Jun 13, 2022

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Michelle Johnson

Date: 6/13/2022

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.

Students celebrate focused work on the Forward State Assessment by participating in Karaoke.



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### ManawaSchools.org



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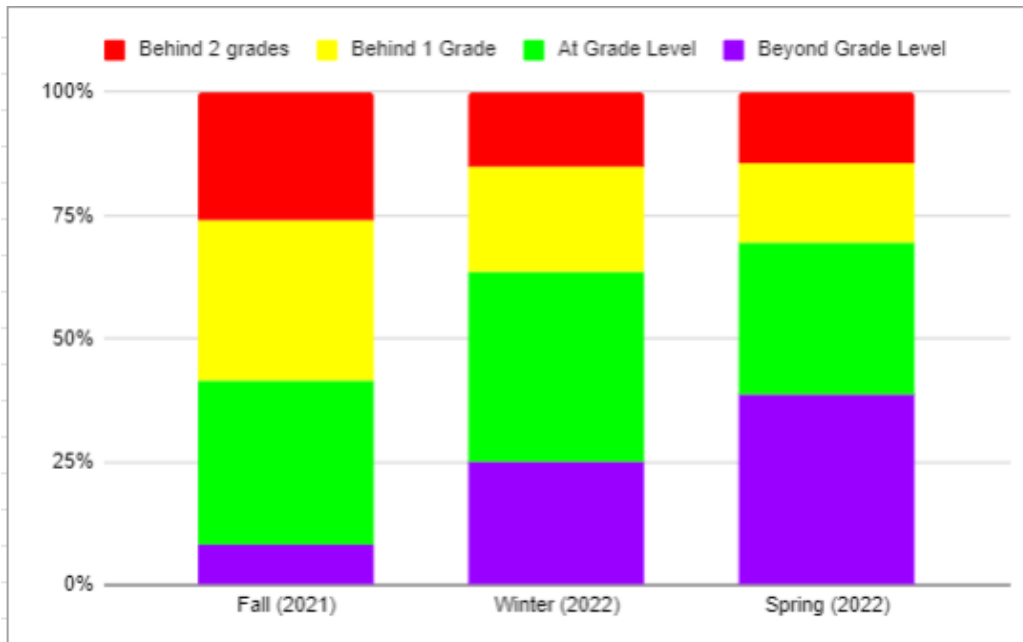
## KPI Literacy Data Overview:

### MES End of the Year Fountas and Pinnell Benchmarking:

Celebrations! Our children and staff members have worked diligently in implementing new initiatives based off of the prior year's data. By incorporating strategic and explicit phonic and foundational skills through Really Great Reading, as well as diving into Interactive Read Alouds, the number of students scoring at and beyond grade level has progressively increased throughout the 2021-2022 school year. It is time to take a moment to celebrate...

To continue the positive momentum, our main focus is shifting to building up small group/guided instruction to truly engage students and meet them at their individual needs. Through group, students will continue to set individualized goals, practice until mastery, and confidently dive into complex texts with inquisitive minds.

### Grades 1-5:



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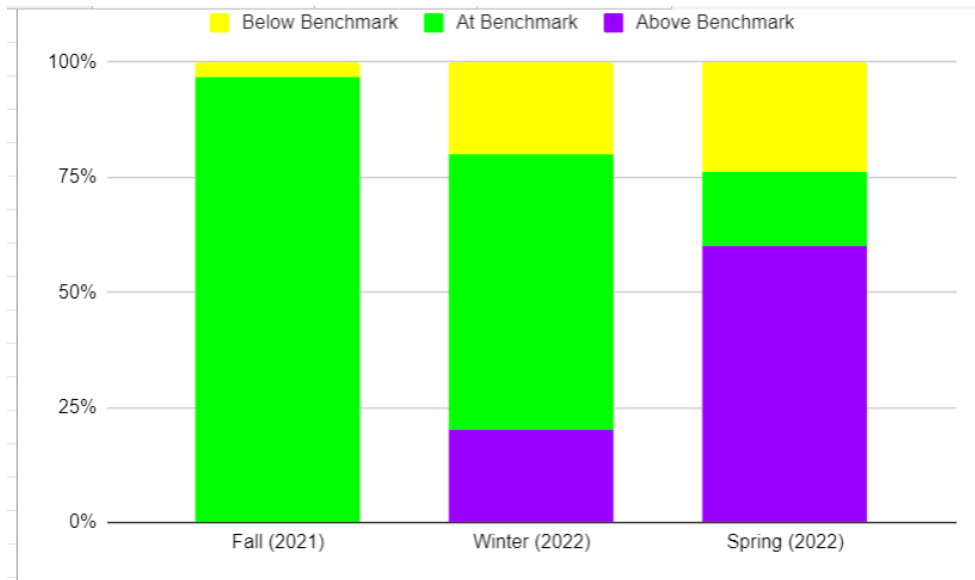


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	Beyond Grade Level	At Grade Level	Behind 1 Grade	Behind 2 grades
Fall (2021)	16	64	63	50
Winter (2022)	45	70	39	27
Spring (2022)	65	52	27	24

**5K: \*Note-Benchmarking does not begin for 5K until Winter Assessments**



	A	B	C	D
	Above Benchmark	At Benchmark	Below Benchmark	
Fall (2021)	0	30	1	
Winter (2022)	5	15	5	
Spring (2022)	15	4	6	

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### **PK-5 Intervention Data End of the Year Summary:**

In reviewing targeted students who received interventions K-5, 88% of students ended the school year showing progress; whereas in January, only 63% of students were progressing towards their goals.

What led to their success? There were several factors leading to this end of the year celebration:

1. Student self-reflection and individualized goals on a regular basis
2. Targeted interventions based on their needs provided by our coaches, teachers, and special assignment teachers.
3. Strategic and pinpoint data points from iReady, classroom observations/assessments, and continuous adjustment.
4. Revamping of universal instruction by implementing Interactive Read Aloud, explicit phonemic/foundational instruction, targeted mini-lessons, and refined curriculum mapping vertically and horizontally aligned to standards.
5. Regular celebrations of success as well as solution-seeking discussions through BCT.

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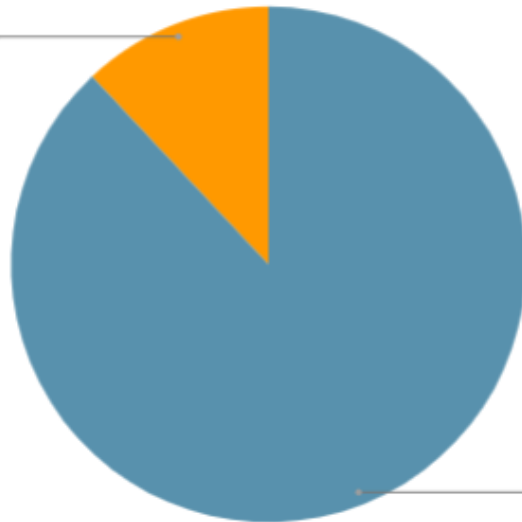


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### Literacy Intervention Grades 1-5- Spring 2022

Not Enough Progress  
12.0%



Showing Progress  
88.0%

**March, 2022**

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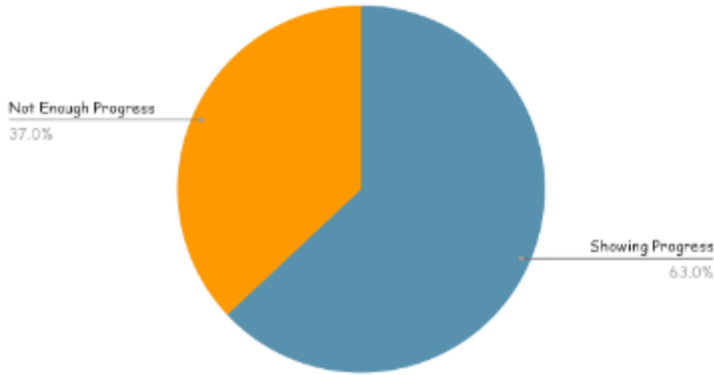


### Literacy Intervention Progress Monitoring Grades 1-5



January, 2022

### Literacy Intervention Grades 1-5



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### Summer School Adventures 2022

Summer School Adventures 2022 is off to a great start. Students are drumming, creating, exploring, swimming, and making new friends. A total of 140 students (this is without counting those in logged enrollment of camps, band, agriculture) are currently enrolled in our Summer School Adventures.



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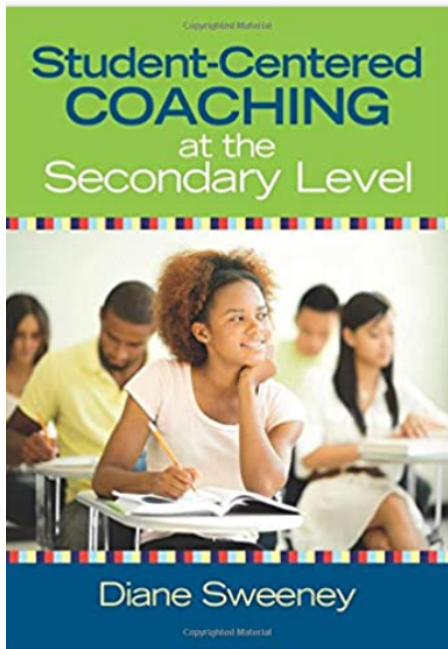


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### EL Students Celebrations

Based on the results of our state ACCESS testing for our English Language Learning students as well as classroom performance, three students were able to exit from needing English Language support. Each of our students identified as benefiting from language support, all have individualized plans with targeted skills. Throughout coaching cycles and parent/team meetings, we monitor growth, share strategies, and celebrate successes. Overall, our EL students expand their skill sets in speaking, writing, and reading. Through sentence stems, partner/group work, and practice their oral language progressed as well.



### Instructional Coaching Book Study (Repeat)

While wrapping the initial book study *Student-Centered Coaching*, the instructional coaches expand coaching practices research to the secondary level. The book, *Student-Centered Coaching at the Secondary Level* by Diane Sweeney focuses on:

- \*Tackling the challenge of coaching across a variety of content areas at the secondary level
- \*Extending coaching to teams of teachers, rather than just individuals
- \*Using standards, such as the Common Core, to coach toward specific goals for student learning
- \*Embedding formative assessments into coaching conversations

The book study is projected to be next year's focus where the practices will be embedded throughout the math and literacy coaching cycles at the secondary level.

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**Upcoming Dates:**

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

**June 15th-** 4k and Kindergarten Summer School students take a field trip to the Sturm Library

**June 17th and 23rd-** Outdoor Adventures Fishing Field trip

**June 21 (10 am-11)-**Sturm Memorial Presents: Fire and Ice at the Manawa Elementary School- Prepare to be amazed by exciting and interactive science demonstration.

**Free book Fridays-** Our younger students receive a free book out of a collection to add to their at-home libraries

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# Technology Board Report

June 20, 2022

## Network and Server Infrastructure

Continuing to working on disaster recovery from cloud servers and will begin to test the recovery process. Server configuration is still in process and putting together strategies to address server rebuilds. Continuing to collaborate with insurance company concerning Incident Response policies and procedures.

## Skyward

Coordinating the following areas: Enrollment, Scheduling and End of Year process. Summer school enrollment/registration are completed and has proven successful.

## Insurance Guidelines

Beginning the process of putting the insurance company is suggested 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. Rebuilding elements of the network and server systems over the summer down time. Looking to address server build to accommodate operation system upgrade.

Minutes of a June 13, 2022 School District of Manawa Finance Committee Meeting

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

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

In Attendance: Jepson, Fietzer, Reierson, Oppor, O'Brien, Riske

Timer/Recorder: Reierson

1. Consider Endorsement of the Reduction of One (1) Bus Route for the 2022-23 School Year as presented. Motion by Fietzer/Reierson to Recommend Endorsement of the Reduction of One (1) Bus Route for the 2022-23 School Year as presented. Motion carried.
2. Consider Endorsement of Transportation Cost Increase from Kobussen, LTD for the 2022-23 School Year as presented. Motion by Fietzer/Reierson to Recommend Endorsement of Transportation Cost Increase from Kobussen, LTD for the 2022-23 School Year as presented. Motion carried.
3. Consider Endorsement of Food Service Meal and Milk Prices for the 2022-23 School Year as presented. Motion by Reierson/Fietzer to Recommend Endorsement of Food Service Meal and Milk Prices for the 2022-23 School Year as presented. Motion carried.
4. Consider Endorsement of Food Service Vendors for the 2022-23 School Year as presented. Motion by Reierson/Fietzer to Recommend Endorsement of Food Service Vendors for the 2022-23 School Year as presented. Motion carried.
5. Consider Endorsement of Purchase of Combi Oven for the Food Service Kitchen as presented. Motion by Fietzer/Reierson to Recommend Endorsement of Purchase of Combi Oven for the Food Service Kitchen as presented. Motion carried.
6. Consider Endorsement of Student Assurance for Student Accident Insurance for the 2022-23 School Year as presented. Motion by Fietzer/Reierson to Recommend Endorsement of Student Assurance for Student Accident Insurance for the 2022-23 School Year as presented. Motion carried.
7. Consider Endorsement of Class and District Fees for the 2022-23 School Year as presented. Motion by Reierson/Fietzer to Recommend Endorsement of Class and District Fees for the 2022-23 School Year as presented. Motion carried.
8. Consider Endorsement of Athletic Trainer Agreement for the 2022-23 School Year as presented. Motion by Fietzer/Reierson to Recommend Endorsement of Athletic Trainer Agreement for the 2022-23 School Year as presented. Motion carried.
9. Fund 46 Deposit - Informational
10. Monthly Financial Summary - Informational

11. Other Post Employment Benefits (OPEB) Motion by Reierson/Fietzer to have Business Manager explore options for OPEB usage including staff demographics and long-term financial impacts. Motion carried.
12. School Finance 101 (Information)
  1. Review The Funds and Fund Balance
  2. Zero-based Budgeting
  3. Revenue Limit Worksheet - page 1
13. Finance Committee Planning Guide (Information / Action)
14. Next Finance Committee Meeting Date: July 13, 2022 at 5:00 pm
15. Next Finance Committee Items:
  1. MMS/LWHS Commons Furniture Addition (Information / Action)
  2. School Finance 101 - Audit and Revenue Limit Worksheet p. 1 & 2
  3. Occupational Therapist Services for 2022-23 School Year
  4. Fund 46
16. Motion by Fietzer/Reierson to adjourn at 7:03 p.m. Motion carried.



Minutes of a June 14, 2022 School District of Manawa Buildings and Grounds Committee Meeting

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

Board Committee Members: Griffin (C), Hollman, and Jepson

In Attendance: Griffin, Jepson, Riske, Reiersen, Dr. Oppor and caller, Dana Bonikowske.  
Hollman absent.

Timer/Recorder: Griffin

1. Consider Endorsement of MES Playground Proposal with Lee Recreation as Presented
  - a. Excavation pricing pending
  - b. Wood chip price pending
  - c. Other

Motion by Jepson / Griffin to Table the MES Playground Proposal with Lee Recreation as Presented. Motion carried.
2. Consider Endorsement of Hoffman Proposal for Construction Coordination Assistance as Presented - No action taken.
  - a. Site Lighting
  - b. Auto Operator on Atrium Door
  - c. Ag Room Exhaust
  - d. Green Space Re-seed
3. Consider Endorsement of Water Bottle Filler Retrofit Kits as Presented. No action taken.
4. Consider Endorsement to Replace the 2005 E150 Ford 8 Passenger Van. No action taken.
  - a. Mileage as of May 11, 2022 = 125,849
  - b. Air Conditioning not working; Attempted low cost repair of recharging coolant-lastest less than two weeks (5-12-2022); Repair estimate exceeds \$2,000
  - c. Some rust
5. Consider Endorsement of Alliant Energy Solar Contract as Presented. Motion by Jepson / Griffin to Endorse Alliant Energy Solar Contract as Presented. Motion carried.
6. Discuss adding a softball field/complex on new green space per Hollman
7. Review Ahern Fire Protection Annual Report for MS/HS as Presented - Informational
8. Review Summer Project Work - Informational

- a. New long jump/triple jump pit covers installed
  - b. Edging around track in progress
  - c. Rubberization of track and runways - Begins Tuesday, June 14, 2022
  - d. Replace lighted exterior sign at MS/HS
  - e. Replace MES wooden sign
  - f. Touch up plaques on MS/HS south exterior wall - Heather Weisner
  - g. Removal of east football field stairway that is no longer useable due to new bleachers
  - h. Disc golf - maintain and improve through Waupaca Disc Golf Club
  - i. Master Electric (All work listed below is new unless otherwise noted.)
    - i. Outlets added in HS English classroom
    - ii. Power pole repaired in robotics classroom
    - iii. Controller line run for alarm system (leftover from referendum work)
    - iv. Connect power to retractable batting cage
    - v. Replace fan cage damaged by ball strike
    - vi. Replace powerpack light on MES north wall entrance
- Motion by Jepson / Griffin to Allow Waupaca Disc Golf Club to propose volunteer improvements to our disc golf course. Motion carried.
9. Review Buildings & Grounds Monthly Budget Summary - Informational
  10. Finalize Review of Key Performance Indicators - Informational
  11. Buildings & Grounds Committee Planning Guide - Informational
  12. Set Next Meeting Date: TBD
  13. Next Meeting Items:
    - a. Site Tours?
    - 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. Other
  14. Motion by Jepson / Griffin to adjourn at 6:05 p.m. Motion carried.

Minutes of a June 1, 2022 School District of Manawa  
Policy and Human Resources Committee Meeting

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

Board Committee Members: Reiersen (C), Riske, Krueger

In Attendance: J. Krueger, S. Reiersen, S. Riske, M. Oppor, J. Bortle, C. O'Brien, K. Jepson, D. Marzofka, B. Johnson, D. Brauer

Timer/Recorder: S.Riske

1. Overview of 3D Institute for Professional Development and Evaluation Document for Athletic Coaches as Presented (Informational) *If this professional development model is of interest, it will be brought forward for endorsement at the July P and HR meeting.*
2. Overview of Program "Teen Intervene" for Teen Athletes as Presented (Informational) *If this intervention program is of interest, it will be brought forward for endorsement at the July P and HR meeting.*
3. *Special note regarding Handbook Annual Review: Handbooks will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook (or plan as appropriate) is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook (plan) will be brought back to the Board of Education for approval.*
  - a. Coaches Handbook - no action -revised for July
  - b. Support Staff Handbook - no action - revised for July
  - c. Information Technology Plan - no action - revised for July
4. Discuss Job Description and Title for Special Assignment Teachers and Secondary Resource Courses - No action - move to July agenda
5. Consider Endorsement of PO8510 - Wellness as Presented - No action - move to July agenda

6. Consider Endorsement of PO2210 - Curriculum Development as Presented. Motion by Riske / Krueger to Endorse PO2210 - Curriculum Development as Presented. Motion carried.
7. Consider Endorsement of AG5463 - Student and Credit Transfer from Nonpublic Schools as Presented - No Action
8. Consider Endorsement of AG8600 - Transportation as Presented - No Action
9. Consider Endorsement of PO0155 - Committees as Presented- No Action
10. Consider Formation of Support Staff Job Satisfaction Committee - No Action.
  - a. Consider Staff Engagement Opportunities- KPI IV. Engagement & Satisfaction E., F., and G. Staff, Parent, and Student Surveys
  - b. Review Staff Survey
11. Policy & Human Resources Committee Planning Guide (Information)
12. Set Next Meeting Date
13. Next Meeting Items:
  - a. School Nurse References - Nurse/Paramedical (Information / Action)
  - b.
14. Motion by Krueger/Riske to adjourn at 6:28 p.m. Motion carried.

Minutes of a June 16, 2022 School District of Manawa Curriculum Committee Meeting

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

Board Committee Members: Hollman (C), Riske, and Fietzer

In Attendance: R. Hollman, C. Fietzer, M. Oppor, M. Johnson

Timer/Recorder: Craig Fietzer

1. Consider Endorsement of Little Wolf High School Student-Parent Handbook as Presented (Information / Action)

Motion by Fietzer / Hollman  
to Endorse the Little Wolf High School Student-Parent Handbook as Presented.  
Motion carried.

2. Consider Endorsement of Manawa Middle School Student-Parent Handbook as Presented (Information / Action)

Motion by Fietzer / Hollman  
to Endorse the Manawa Middle School Student-Parent Handbook as Presented.  
Motion carried.

3. Consider Endorsement of the English Learner Handbook as Presented (Information / Action)

Motion by Fietzer / Hollman  
to Endorse the English Learner Handbook as Presented. Motion carried.

4. Consider Endorsement of TEALS Program for Use in Computer Science as Presented (Information / Action)

Motion by Fietzer / Hollman  
to Endorse the TEALS Program for Use in Computer Science as Presented. Motion carried.

5. Consider Endorsement of StudySync Pilot Resource for Grades 6-8 English Language Arts as Presented (Information / Action)

Motion by Fietzer / Hollman  
to Table Decision on StudySync Pilot Resource for Grades 6-8 English Language Arts as Presented Until the July Curriculum Committee Meeting.  
Motion carried.

6. Consider Endorsement of SDM Technology Plan as Presented (now includes SDM Chromebook Program) (Information / Action)

Motion by Fietzer / Hollman to Endorse the SDM Technology Plan as Presented.  
Motion carried.

7. Curriculum Committee Planning Guide (Information / Action)

8. Next Meeting Date: July 7, 2022 at 7:00 p.m.

9. Next Meeting Items:

- a. Manawa Elementary School Student-Parent Handbook
- b. District RtI Plan
- c. District Section 504 Plan
- d. MES Schoolwide Title I Plan
- e. Consider Endorsement of LWHS Science Course Curriculum Revisions (Information / Action) - Summer 2022

10. Adjourn

Motion by Fietzer / Hollman to adjourn at 7:21 p.m. Motion carried.



Book	Policy Manual
Section	ON HOLD
Title	Copy of INTERSCHOLASTIC ATHLETICS
Code	po2431
Status	Second Reading
Adopted	October 17, 2016
Last Revised	December 18, 2017

#### 2431 - **INTERSCHOLASTIC ATHLETICS**

The Board recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The Board recognizes that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of each participant with emphasis on the proper ideals of sportsmanship, ethical conduct and fair play. Athletics should encourage leadership, use of initiative and good judgment by the participants.

Interscholastic athletic programs provide opportunities for participants to develop positive school morale, practice hospitality and exercise the qualities of fair play and courtesy. The interscholastic athletic program is a part of the school curriculum, educational in purpose and conduct.

The athletic program affords opportunities for wholesome school-community relations under constructive conditions. It is the responsibility of school authorities to inform the community regarding the purposes of the program. The community should recognize that an athletic contest is an integral part of the school program because of its educational values. If interscholastic athletics cease to possess educational value, then these should cease to be school functions.

The Board encourages the full participation of elementary and middle school students in interscholastic athletic activities. For purposes of Board policy, "full participation" means fair and equal participation to the extent that the budget, facilities or type of activity allow.

The District shall maintain membership in the Wisconsin Interscholastic Athletic Association (WIAA) and the District's conference. The District shall abide by all WIAA and conference rules and regulations, and student athletes shall also be expected to abide by all eligibility rules and regulations.

The **Athletic/Activities Director** ~~District Administrator provides~~ **shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for** the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a **fully licensed** ~~District-~~ **approved** physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition that may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.



- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.
- D. **Any student suspected of having a head injury or concussion shall be provided with safety protocols specified in Policy 5340 - Student Accidents/Illness/Concussion.**

In order 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, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

**The Principal and Athletic/Activities Director District Administrator is authorized to establish a set of behavior expectations for participants as well as the implementation of appropriate disciplinary procedures for those who violate sportsmanship expectations as found in the student handbooks approved by the Board of Education.**~~The guidelines should also provide a set of behavioral expectations for each type of participant. The District Administrator is authorized to implement suitable disciplinary procedures against those who violate the following sportsmanship expectations.~~

To support the efforts to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) that reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. support and reward participants, coaches, school administrators, and fans who display good sportsmanship.

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Legal                                120.12(23), Wis. Stats.  
    P.I. 9.03(1)(h), Wis. Adm. Code

Last Modified by Melanie J Oppor on June 16, 2022



Book	Policy Manual
Section	ON HOLD
Title	Copy of POST ISSUANCE TAX EXEMPT BOND COMPLIANCE
Code	po6146 - L - Updated per Quarles & Brady
Status	Second Reading
Adopted	July 18, 2016

#### 6146 - POST ISSUANCE TAX EXEMPT BOND COMPLIANCE

##### Statement of Purpose

- This Post-Issuance Compliance Policy (the "Policy") sets forth specific policies of the **Royal** School District of Manawa, Wisconsin (the "Issuer") designed to monitor post-issuance compliance:

- (i) with applicable provisions of the Internal Revenue Code of 1986, as amended, and regulations promulgated thereunder for obligations issued by the Issuer on tax-exempt or tax-advantaged basis ("Obligations"); and

- (ii) with applicable requirements set forth in certificates and agreement(s) ("Continuing Disclosure Agreements") providing for ongoing disclosure in connection with the offering of obligations to investors, for obligations (whether or not tax-exempt/tax-advantaged) subject to the continuing disclosure requirements of Rule 15c2-12(b)(5) (the "Rule") promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

- This Policy documents practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The federal tax law requirements applicable to each particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared by bond counsel and signed by officials of the Issuer and the post-closing compliance checklist provided by bond counsel with respect to that issue. This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the requirements for individual borrowings.

- This Policy similarly documents practices and describes various procedures and systems designed to ensure compliance with Continuing Disclosure Agreements, by preparing and disseminated related reports and information and reporting "material events" for the benefit of the holders of the Issuer's obligations and to assist the Participating Underwriters (within the meaning of the Rule) in complying with the Rule.

- The Issuer recognizes that compliance with pertinent law is an ongoing process, necessary during the entire term of the obligations, and is an integral component of the Issuer's debt management. Accordingly, the analysis of those facts and implementation of the Policy will require ongoing monitoring and consultation with bond counsel and the Issuer's accountants and advisors.

##### Tax Compliance

##### General Procedures

The following procedures and systems are for monitoring post-issuance compliance generally.

- The Business Manager **District Administrator** (the "Compliance Officer") shall be responsible for monitoring post-issuance compliance issues.

- The Compliance Officer will coordinate procedures for record retention and review of such records.

- All documents and other records relating to Obligations issued by the Issuer shall be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable Internal Revenue Service ("IRS") requirements.

- The Compliance Officer shall be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Regulations and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program) and take such corrective action when necessary and appropriate.

- The Compliance Officer will review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

#### Issuance of Obligations - Documents and Records

With respect to each issue of Obligations, the Compliance Officer will:

- Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").

- Confirm that bond counsel has filed the applicable information report (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the IRS on a timely basis.

- Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable staff members of the Issuer.

#### Arbitrage

The following procedures relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.

- Confirm that a computation of the yield on such issue from the Issuer's financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.

- Maintain a system for tracking investment earnings on the proceeds of the Obligations.

- Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the Issuer has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.

- Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations.

- Monitor compliance with the applicable "temporary period" (as defined in the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Treasury Regulations")) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.

- Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.

- Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.

- Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in

**guaranteed investment contracts.**

- **Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.**
- **Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.**
- **Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.**
- **Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.**

**Private Activity Concerns**

**The following procedures relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.**

**The Compliance Officer will:**

- **Maintain records determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.**
- **Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.**
- **Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.**
- **Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.**
- **Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:**
  - **Sale of the facilities, including sale of capacity rights;**
  - **Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;**
  - **Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;**
  - **Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);**
  - **Joint-ventures, limited liability companies or partnership arrangements;**
  - **Output contracts or other contracts for use of utility facilities (including contracts with large utility users);**
  - **Development agreements which provide for guaranteed payments or property values from a developer;**
  - **Grants or loans made to private entities, including special assessment agreements; and**
  - **Naming rights arrangements.**
- **Monitoring of private use should include the following:**
  - **Procedures to review the amount of existing private use on a periodic basis; and**
  - **Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.**

**If the Compliance Officer identifies private use of facilities financed with tax-exempt or tax-advantaged debt, the Compliance Officer will consult with the Issuer's bond counsel to determine whether private use will adversely affect**

the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

- **Qualified Tax-Exempt Obligations**

If the Issuer issues "qualified tax-exempt obligations" in any year, the Compliance Officer shall monitor all tax-exempt financings (including lease purchase arrangements and other similar financing arrangements and conduit financings on behalf of 501(c)(3) organizations) to assure that the \$10,000,000 "small issuer" limit is not exceeded.

- **Federal Subsidy Payments**

The Compliance Officer shall be responsible for the calculation of the amount of any federal subsidy payments and the timely preparation and submission of the applicable tax form and application for federal subsidy payments for tax-advantaged obligations such as Build America Bonds, New Clean Renewable Energy Bonds and Qualified School Construction Bonds.

- **Reissuance**

The following procedures relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

- **Record Retention**

The following procedures relate to retention of records relating to the Obligations issued.

The Compliance Officer shall monitor the occurrence of any of the following events and/or other events set forth in the Currently Effective Continuing Disclosure Agreements and shall provide notice of the same in the required manner and by the relevant reporting deadline (within ten (10) business days of the occurrence):

Principal and interest payment delinquencies;

- Non-payment related defaults, if material;

- Unscheduled draws on debt service reserves reflecting financial difficulties;

- Unscheduled draws on credit enhancements reflecting financial difficulties;

- Substitution of credit or liquidity providers, or their failure to perform;

- Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Issuer's bonds or notes, or other material events affecting the tax status of the Issuer's bonds or notes;

- Modification to rights of holders of the Issuer's bonds or notes, if material;

- Calls of the Issuer's bonds or notes, if material, and tender offers;

- Defeasances of the Issuer's bonds or notes;

- Release, substitution or sale of property securing repayment of the Issuer's bonds or notes, if material;

- Rating changes;

- Bankruptcy, insolvency, receivership or similar event of the Issuer;

- The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

- Appointment of a successor or additional trustee or the change of name of a trustee, if material;

- Incurrence of a Financial Obligation of the Issuer, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Issuer, any of which affect holders of the securities, if material; and

- Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a

**Financial Obligation of the Issuer, any of which reflect financial difficulties.**

**"Financial Obligation" means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term Financial Obligation shall not include municipal securities as to which a final official statement has been provided through the EMMA system consistent with the Rule.**

**Review of Official Statements**

**The Compliance Officer shall review drafts of any Official Statement for a new offering or bonds or notes, with assistance from its dissemination agent, counsel or other agents of the Issuer as necessary, and shall determine that the Official Statement accurately and completely describes the Issuer's continuing disclosure compliance history within the five years prior to the date of the respective Official Statement. This compliance review is not meant to limit the Issuer's other reviews of or diligence procedures relating to its Official Statements.**

**Record Retention**

**The Compliance Officer shall retain documentation evidencing the Issuer's annual reviews and its reviews of Official Statements in connection with new offerings as set forth above. This Issuer shall retain this documentation, for each Continuing Disclosure Agreement, for the period that the related bonds or notes are outstanding.**

**Annual Review Checklist**

**The Compliance Officer may (or may not) choose to use and retain the attached Annual Review Checklist to assist in implementing these Procedures.**

**Succession Plan**

**The Compliance Officer shall have a succession plan and shall train his/her successor regarding the required procedures prior to departing the Issuer.**

**[NOTE: Final Policy should be reviewed by District Bond Counsel.]**

~~The Board may from time to time issue bonds and other obligations. These interests are excludable from gross income for Federal income tax purposes or are excludable from interest that is paid in whole or in part by the Federal government or which bonds otherwise enjoy certain preferential treatment under the Internal Revenue Code of 1986, as amended, (the "code") or regulations developed promulgated implementing the Code (the "regulations"). Such obligations may include tax-exempt obligations and/or obligations eligible for tax credits (direct subsidies to the School District or tax credits to bond owners). All such tax-exempt obligations or tax-advantaged obligations are referred to herein as "Obligations," whether in the form of general obligation bonds, revenue bonds, bond anticipation notes, tax anticipation notes, lease-purchase obligations, installment-purchase obligations or otherwise. This policy document(s) practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for Federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The Federal tax law requirements applicable to each issue of Obligations will be detailed in the nonarbitrage or tax compliance certificate prepared by bond counsel (the "Tax Certificate") and signed by officials of the District and the post-closing compliance checklist provided by bond counsel with respect to such issue. This policy establish(es) a permanent, ongoing structure of practices and procedures that will facilitate compliance with the Code, Treasury Regulations and SEC Rule 15c2-12 (the "Rule").~~

~~The Board recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of the Obligations, and is an integral component of the District's debt management. Accordingly, the analysis of those facts and implementation of this Policy will require on-going monitoring and consultation with an attorney experienced in legal work relating to the issuance of tax-exempt obligations or tax-advantaged obligations ("Bond Counsel") and the District's accountants.~~

~~This policy doesn't address any post-issuance compliance requirements under State law. Nor is this policy a substitute, or a replacement, for any Tax Certificate or a post-issuance compliance checklist relating to specific Obligations. The District is responsible for compliance with any such Tax Certificate or post-issuance compliance checklist.~~

~~This policy may be modified, expanded, abridged, or otherwise amended only by the Board upon consultation with the District's attorney and Bond Counsel, but without any notice to or consent from any trustee, bondholder or any other person.~~

~~The general purpose of the policies set forth herein is to ensure compliance with post-issuance Federal tax requirements generally falling into the following two categories:~~

~~A. **Qualified Use of Proceeds and Financed Property**~~

~~Qualified use requirements generally require monitoring of the various direct and indirect uses of bond-financed property over the life of the bonds and calculations of the percentage of nonqualified uses.~~

~~B. **Arbitrage Yield and Rebate**~~

~~Arbitrage requirements also require monitoring over the life of the bonds to determine whether the yield on investments acquired with bond proceeds are properly restricted and the district must file Form 8038-T to pay a yield reduction payment and/or rebate payment.~~

**Responsible Official**

**The Board designates the Business Manager as the Bond Compliance Officer with primary responsibility in post-issuance compliance. The compliance officer is authorized to obtain the assistance of the following in carrying out**

**necessary functions under this policy:**

- A. **Bond Counsel**—the District’s legal counsel that assists in the bond issuance
- B. **External Financial Advisors**—the District’s accounting firm or other financial advisor
- C. **Bond Paying Agent/Trustee**
- D. **Rebate Analyst**

~~All personnel that are responsible for ensuring post-issuance compliance with the tax rules must receive training or educational resources, as determined appropriate by the Bond Compliance Officer.~~

**Post-Issuance Duties**

~~The Bond Compliance Officer will engage in a detailed review of post-issuance tax compliance with the tax rules to identify instances of noncompliance and prevent violations from occurring, or timely correct identified violations, if possible. When failures to comply with post-issuance compliance requirements are identified, the Bond Compliance Officer will promptly consult with bond counsel to determine if remedial action is available, or if some other action is required.~~

**Private Use**

~~Bond-financed projects are subject to rules and limitations on private use. Private use includes non-governmental activity through leases, management agreements, research agreements, and other type of activity in which a non-governmental entity obtains a benefit or interest in the bond-financed project beyond that normally provided to the public. In the event such special usage is contemplated, the Bond Compliance Officer must assure compliance with applicable tax regulations.~~

**Use of Bond Proceeds**

~~The Bond Compliance Officer shall ensure that bond funds are used for the purpose for which the bond issue is authorized and that any project with a combination of authorized expenses from bond proceeds and other funds, result in expenses paid for with bond proceeds that are clearly identified and properly recorded.~~

~~The Bond Compliance Officer must ensure that investment activities are conducted at fair market value, and may employ bidding procedure to establish a safe harbor. The Bond Compliance Officer shall be aware of any yield restrictions on any bond issue and monitor such. In the event that reimbursement is required, the Bond Compliance Officer shall work with the District’s advisors to complete and record those transactions and to assure proper filings with the IRS.~~

**Recordkeeping Requirements**

~~The Bond Compliance Officer is responsible for the maintenance of records relating to the bond financings, and for the transfer of all such records to his/her successor. In the event that different persons are responsible for different aspects of compliance with the tax rules (for example, the investment of bond proceeds and expenditure of bond proceeds on projects), the Bond Compliance Officer will assure coordination with all involved and retention of complete records. The following records, as applicable, shall be retained:~~

- A. ~~audited financial statements of the School District throughout the period of the bond issue~~
- B. ~~appraisals, surveys, and studies pertaining to the facilities financed with the proceeds of bonds, as well as any and all contracts entered into for the construction, renovation or purchase of bond-financed facilities~~
- C. ~~all public discourse concerning the bonds, including informative materials distributed by the District, as well as other publications, such as third-party studies, newspaper articles, etc.~~
- D. ~~paying Agent or trustee statements~~
- E. ~~all records regarding the management of bond funds, including investments and the gains (or losses) from such investments; and including specifically trustee statements regarding investments, investment contracts, or other such instruments~~
- F. ~~Board resolutions authorizing reimbursement of bond funds or earned interest, and accounting of any such disbursements~~
- G. ~~ledger of bond expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills and cancelled checks with respect to such expenditures)~~
- H. ~~records of the sale of any bond-financed facilities, including Board resolutions, sales documents, and accounting of proceeds from such sale~~
- I. ~~record of any private business uses of bond-financed facilities after the issue, including leases and subleases, licenses, management contracts, research contracts, naming rights agreements or other arrangements which provide special legal entitlements to nongovernmental persons or entities~~
- J. ~~arbitrage rebate reports and records of rebate and yield reduction payments, if any~~
- K. ~~resolutions or minutes of Board meetings at which any action was taken by the Board pertaining to the bond issue or subsequent treatment, including any formal elections under the Code or Regulations~~
- L. ~~copies of each Form 8038-T and Form 8038-R filed with the IRS and any other forms or documents filed with the IRS, and~~
- M. ~~any other documents or Board minutes regarding the Bond issue, financing, facilities, investments, reimbursements, governmental review reports, etc.~~

~~The Bond Compliance Officer is responsible for the maintenance of records relating to the bond financings and for the transfer of all such records to his/her successor. In the event that different persons are responsible for different aspects of compliance with the tax rules (for example, the investment of bond proceeds and expenditure of bond proceeds on projects), the Bond Compliance Officer will assure coordination with all involved and retention of~~



~~complete records. The Board may also enter into a contract with a third party to assist the District in complying with its continuing disclosure obligations.~~

~~Records of appraisals, surveys, and studies pertaining to the facilities financed with the proceeds of bonds, as well as any and all contracts entered into for the construction, renovation or purchase of bond-financed facilities, as applicable, shall be retained.~~

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Last Modified by Melanie J Oppor on June 16, 2022



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

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 6/8/2022  
**Re:** Bus Route Reduction for the 2022-23 School Year

**Recommendation**

I recommend reducing bus routes by one (1) for the 2022-23 school year.

	2021-22	Proposed 2022-23
Regular home to school routes	7	6
Special Education/Wheelchair Accessible route	1	1
Amish School route	1	1
Mid-day (4K)	2	2

**Rationale**

This past spring, there were several times that an afternoon bus route was eliminated and riders were combined onto other routes due to a shortage of drivers. This led to a discussion between Jacob Elsner of Kobussen Buses, Ltd and me about the possibility of eliminating a route for the 2022-23 school year. The SDM is experiencing a period of declining enrollment. The district graduated 55 students in May 2022 and the 4K class has 31 students that will enter Kindergarten. At this same time Kobussen is experiencing a bus driver shortage. We feel that it would be mutually beneficial to both entities to reconfigure the bus routes and eliminate one.

Dr. Oppor and I met with Mr. Elsner at the end of May to explore the implications of moving from 7 regular daily routes to 6. Mr. Elsner shared that all of the remaining routes would be shifted so that the travel time and number of riders would be equal. With this change, pick up times would not be any earlier than 6:30 a.m. and the last drop off would not be later than 4:30 p.m. This past year, buses made 5 courtesy group stops within the walk zone within the City of Manawa. These stops will be monitored and some could possibly be eliminated depending on the availability of seating. This would be done with careful consideration to the entire family and the age of the students. Mr. Elsner assured the District that the Kobussen staff would be working throughout the summer to provide accurate routing information and would notify the District of any changes before the start of the 2022-23 school year.





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

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 6/7/2022  
**Re:** Transportation Cost Increases from Kobussen Buses, LTD

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**Recommendation**

I recommend accepting the proposal from Kobussen Buses, LTD as written for a onetime only increase of eight percent (8%) for the 2022-23 school year.

**Rationale**

The current contract with Kobussen Buses, LTD was signed in 2017 and runs through June 30, 2024. Page 7 of the contract describes how subsequent years are/have been priced.

According to the contract, subsequent years pricing is based on the National Consumer Price Index for all urban areas published by the U.S. Bureau of Labor Statistics. There is a not to exceed 5% and not to be less than 2% increase per year. There is a clause that states that if the CPI is higher than 5%, the parties will enter negotiations. Per the contract, Mr. Joe Kobussen asked to negotiate the appropriate percent change for the next school year. The March 2022 CPI that Kobussen uses is at 8.6%. The April 2022 CPI is 8.2%.

Mr. Joe Kobussen asked for an 8.5% increase for the 2022-23 school year. The Manawa Board of Education counteroffered 8.0%. Mr. Kobussen agreed to the 8.0% increase. The proposed contract addendum is part of this packet.

For the 2021-22 school year, the District spent \$561,265.26 for total transportation costs. An 8% increase equates to \$44,901.22. The cost for one bus route for this past school year was \$51,355.50, not including the gasoline surcharge. If the District were to reduce by one route, that will more than pay for the increase in cost.

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

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

**Little Wolf High School  
Manawa Middle School**  
515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

**Manawa Elementary**  
800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

**ManawaSchools.org**



/ ManawaSchools



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# KOBUSSEN BUSES LTD.



*Family Pride in Every Ride*

Carmen O'Brien  
Manawa School District  
800 Beech Street  
Manawa WI 54949

Dear Carmen:

This letter is to amend the existing contract between Kobussen Buses Ltd. and the Manawa School District; whereas the School District and Kobussen have an existing transportation contract that increases all rates annually with a maximum of five percent (5%). Due to the Consumer Price Index specified in the contract being at eight- and one-half percent (8.5%), this addendum will increase the 2022-2023 school year rates by eight percent (8%). This is a onetime only increase and future years rates shall be increased based upon subsequent years pricing in the existing contract. All other terms and conditions of the current contract remain as stated.

Allow us to show the Manawa School District the Family Pride in Every Ride.

\_\_\_\_\_  
Date; \_\_\_\_\_  
Carmen O'Brien  
Business Manager  
Manawa School District

  
\_\_\_\_\_  
Date; 9/27/2022  
Joe Kobussen  
President  
Kobussen Buses Ltd.



# School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Carmen O'Brien

From: Brenda Suehs

Date: June 6<sup>th</sup>, 2022

Re: Recommendation for SY 2022-23

### **Meal & Milk Prices**

I recommend that there be no changes to the meal and milk prices for the 2022-23 school year. Due to our District having a positive fund balance we are exempt from completing the PLE Tool and having to raise prices at this time.

**Breakfast:**

MES	MMS/LWHS	Adult
\$1.30	\$1.50	\$2.56

**Lunch:**

MES	MMS/LWHS	Adult
\$2.80	\$3.00	\$4.65

**Milk:**

District Wide \$0.40

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## **Updates from the DPI School Nutrition Team (SNT)**

### **Sunset of the Free and Reduced Price Lunch Expansion**

*(A similar message went out to District Administrators from DPI administration.)*

Despite the strong support, and direct advocacy from State Superintendent Dr. Jill Underly for continuing free school meals for all children, USDA Food and Nutrition Service (FNS) has not received legislative authority to issue new nationwide waivers beyond SY 2021-22.

Throughout the pandemic, nutritious school meals have contributed to the health and well-being of students. Free meals mean higher participation in most cases, allowing students to thrive in the classroom. School Nutrition Professionals around the state developed creative ways to ensure students received the nutrition they needed throughout the pandemic, utilizing the nationwide waivers issued by the USDA.

Waivers that are expiring include the following:

- Expansion of Area Eligibility
- Operation of the Seamless Summer Option in place of the National School Lunch Program during the school year resulting in free meals for all students
- Offering the Summer Food Service Program reimbursement rate for Seamless Summer Option meals served during the school year
- Waiver of meal pattern requirements

Free meals as part of the school day for all children puts them on a level playing field. It removes stigma associated with income levels and creates an environment where all students are ready to learn. Additionally, the cafeteria becomes a place of life-long learning of what constitutes a healthy, nutritious meal. For these reasons, the Department of Public Instruction continues to support the Support Kids Not Red Tape Act and advocate for congressional renewal of the expiring waivers. We encourage you to reach out to your congressional delegation to advocate for the renewal of nationwide waiver authority as well.

At this time, the USDA School Meal Programs will be transitioning back to the traditional Child Nutrition Program operations of the National School Lunch Program, School Breakfast Program, and Afterschool Snack Program in school year (SY) 2022-23. DPI has requested statewide waivers under Section 12(l) of the Richard B. Russell

National School Lunch Act to obtain approval for certain flexibilities previously provided under the nationwide waiver authority.

In order to receive approval from the SNT, waiver requests must:

- facilitate the purpose of the program;
- include information about how the school food authority plans to notify the public about the proposed waiver; and
- not increase the overall cost of the Program to the Federal Government.

Additionally, the USDA Secretary cannot waive Federal reimbursement rates or the provision of free and reduced price meals. The DPI has been approved for 24 waivers for Summer 2022 and SY 2022-23. These waivers will help facilitate the transition back to the traditional operation of the Child Nutrition Programs. It will be very important to ensure USDA Free and Reduced Price Meal Applications are approved promptly and that Direct Certification is run often to get as many students the benefits they need as quickly as possible.





## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Carmen O'Brien

From: Brenda Suehs

Date: June 6<sup>th</sup>, 2022

Re: Recommendation for SY 2022-23

### **Vendors**

I recommend that we renew our service contracts with our supply chain vendors: Performance Foods, Engelhardt Dairy, and Pan O' Gold for the 2022-23 school Year. We have had a great experience dealing with our current vendors, from the sales representatives to the delivery drivers who provide excellent service. We have been very satisfied with products, service, as well as pricing.

The contracts we have entered into with each of these companies allows us to renew the agreement for up to four (4) additional one-year periods.

With ongoing supply chain challenges, as well as truck driver shortages finding vendors with routes in our area has been difficult. Each of these companies have gone above and beyond to help ensure we have the products we need or a substitute available. We have had no problems with these vendors being staffed with the truck drivers necessary to make our deliveries happen.

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#### **ManawaSchools.org**



/ ManawaSchools



/ ManawaSchools



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Carmen O'Brien

From: Brenda Suehs

Date: June 8<sup>th</sup>, 2022

Re: Recommendation for Replacement Combi Oven

I recommend going with Central Restaurant for the purchase of a replacement combi oven.

I have requested quotes from four companies: Central Restaurant Supply, Commercial Appliance, Warehouse Restaurant Company, and Performance Food Group Company. We did not hear anything back from Performance Food Group Company. The other three provided a variety of options from different sizes to alternative brands. We wanted to make sure we have something that would allow us to prepare food in similar quantities to meet our demands. We looked at comparisons of electrical and water hook up as well as dimensions to find a model that would replace our current unit without complications. We also looked at availability with supply chain problems some of these would not be available for another three to four months.

The Blodgett Combi model we received a quote on from Central Restaurant, is the comparable model for the unit we would be replacing. Size, installation requirements, and preparation capacity. The sales representative also states the unit is currently in stock.

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/ ManawaSchools



7750 Georgetown Rd • Indianapolis, IN 46268  
Phone 800-222-5107 • Fax 800-882-0086

# Quotation

Quotation# 12002002  
Date 06/08/22  
Customer# 691127  
Page 1 of 1

MANAWA SCHOOL DISTRICT  
515 E 4TH ST  
MANAWA, WI 54949-9230

Ship To:  
Little Wolf High School  
515 E FOURTH ST  
MANAWA, WI 54949

**Remit Payment To: PO Box 78070 Indianapolis, IN 46278-0070**

Quote Date	Quote Expires	Payment Terms	Customer PO	Contact	
06/03/22	06/17/22	TO BE DETERMINED		Brenda Suehs	
Product Consultant		Ship Via		Freight Terms	
John Cordill ext 8356		LTL***SEE NOTES BELOW***		FOB ORIGIN/PREPAID AND ADD	
Item	Product/Description	Quantity	Price	U/M	Extension
1	230-107-208V ><BLODGETT BCT102E-208V COMBI OVEN STEAMER, ELECTRIC, VOLTAGE 208V	1	24210.50	EA	24210.50
2	W002-SERVICES CHARGES FOR WORK PERFORMED BY CENTRAL RESTAURANT SERVICES  ** Building Relationships...One Order at a Time! **	1	3800.00	EA	3800.00
Merchandise	Handling	Misc. Charge	Tax	Freight	Quote Total
28,010.50	0.00	0.00	1,366.51	635.14	30,012.15

Accepted By (Printed): \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

By signing above you are agreeing all product and totals are accurate. If purchase is to be made via credit card, signature by cardholder is required indicating authorization to charge card and process order. All prices above are in US dollars. All payments to Central are required to be made in US dollars. \*\*\*\* Upon Receipt of your Merchandise \*\*\*\* Please inspect your delivery carefully. In the unfortunate event that something is damaged or has to be returned, please call your product consultant. Please save all shipping cartons and packaging. Claims must be reported within 15 days of receiving your delivery. All returns are subject to inspection before a credit is issued and may be assessed a restocking charge. Please return defective items promptly to avoid being charged for the replacement item. Custom manufactured, special orders and used items are not returnable.

\*\*\* Central is OPEN until 8:00 pm (Eastern Time) \*\*\*



Electric Boiler Based Combi with  
Touchscreen Control

# BCT-102E

The BCT-102E offers an ideal meal capacity of 125-300 meals.

**Exceptional Design for Exceptional Kitchens** - the Blodgett Combi is characterized by quality and simplicity. It has a unique ability to combine form and function; beauty and functionality effortlessly blends together. It enables you to reach perfection every time and with every meal.

**Cook the way you want** - the Blodgett Combi touchscreen control lets you choose which kind of chef you want to be. You can cook manually and easily fine-tune your settings. Use pre-programmed recipes to ensure consistent, results every time. Or use the SmartChef feature which automatically selects the optimum settings for an effortless cooking process.



## CAPACITY

- ❑ Standard pan cassette with 3.35" (85mm) spacing holds eight full size sheet pans or sixteen 12" x 20" x 2-1/2" deep North American hotel pans
- ❑ Optional pan cassette with 2.56" (65mm) spacing holds ten full size sheet pans or twenty 12" x 20" x 2" deep Gastronorm pans

## STANDARD FEATURES

- External detachable core temperature probe with multiple measuring points. User friendly location reduces strain on the probe
  - 21-1/2" (546 mm) stainless steel stand with runners & adjustable feet
  - Bright halogen lights for superior visibility
  - Built in external hand shower
  - Removeable cleaning chemical bottle shelf
  - 8 wire shelves
  - Left door hinge, field reversible with purchase of kit
  - Start-up inspection service by factory authorized service agent.
  - One year parts and labor oven warranty\*
- \* For all international markets, contact your local distributor.

[www.blodgett-combi.com](http://www.blodgett-combi.com)

42 Allen Martin Drive, Essex Junction, VT 05452 • Phone: (802) 658-6600 • Fax: (802) 864-0183

P/N 61206 Rev K (3/21)

## OPTIONS & ACCESSORIES

### (AT ADDITIONAL CHARGE)

- **Legs & Stands**
  - ❑ 21-1/2" tall stainless steel stand with runners & casters
  - ❑ Adjustable feet for table top installation
- **Banqueting Accessories**
  - ❑ Pan cassette with 2.56" (65mm) spacing
  - ❑ Pan cassette with 3.35" (85mm) spacing
  - ❑ Plate cassette with 2.56" (65mm) spacing holds 63 plates
  - ❑ Plate cassette with 3.35" (85mm) spacing holds 51 plates
  - ❑ Transport trolley, to move the cassette
  - ❑ Insulated thermal blanket with vent
- ❑ Additional core probe
- ❑ Extra wire oven racks
- ❑ Right hinge door
- ❑ Backflow preventer
- ❑ Extra year warranty

### (AT NO ADDITIONAL CHARGE)

- ❑ Optional pan cassette w/ 2.56" (65mm) spacing & 10 wire shelves per section in lieu of standard cassette & shelves

## OVEN OPERATION

- Built in steam generator produces pure, dry steam
- Easy to use touchscreen control stores up to 500 recipes with up to 15 steps each
- Multiple cooking modes include hot air, CombiSmart, retherm, steaming, low-temperature steaming, forced steaming, proofing, preheating
- CombiOptima automatically measures and controls the humidity level in the oven
- SmartChef automatic cooking provides presets for grilling, steaming, braising, browning and breaded products. Select your desired cooking result from rare to well done, and your surface appearance from light to dark.
- Manual or automatic cooling
- Automatic humidity pulsing
- Timed steam injection or instant steam on demand at any point in the cook cycle
- Rack timing for setting individual timers for each rack
- Advanced rack timing for managing multiple recipes of the same group simultaneously on separate racks, including managing recipes to finish cooking at the same time
- Reversible 9 speed fan for optimum baking and roasting results
- Programmable vent release allows for automatic venting if desired
- USB port for data and recipe transfer
- HACCP recording and documentation
- Automated CombiWash system features very low water and detergent consumption and no contact with chemicals. No proprietary chemicals required, see owner's manual for detergent guidelines.
- Automatic delimiting system



## CONSTRUCTION

- 304 stainless steel exterior and interior
- Dual pane tempered viewing window with hinged inner glass for easy cleaning
- 2" (50mm) fixed drain in the bottom center of cavity
- Door mounted stainless steel drip tray reduces the risk of wet floors
- Separate water lines, for cooking and quench
- Automatic safety door stops in positions 110° and 180°
- Left hinge door is field convertible to the right side (with the purchase of conversion kit)
- Two step safety door latch. The first step stops the fan.

**SHORT FORM SPECIFICATIONS:** Provide Blodgett Combi model BCT-102E electric boiler based combination-oven/steamer. The BCT-102E has a pan cassette with 3.35" (85mm) spacing that holds eight full size sheet pans or sixteen 12" x 20" x 2-1/2" deep North American hotel pans. The optional pan cassette with 2.5" (65mm) spacing holds ten full size sheet pans or twenty 12" x 20" x 2" deep Gastronorm pans.

Unit has a 304 stainless steel exterior and interior. Oven door has a dual pane tempered viewing window with hinged inner glass for easy cleaning. Includes a built in external hand shower and separate water lines. Unit shall have bright halogen lights for superior visibility and an external detachable core temperature probe. Oven has two separate water lines for cooking and quench. You may choose to cook with pressureless steam, hot air, or combination of steam and hot air.

The touchscreen control stores 500 recipes with 15 stages each, in addition to pre-programmed recipes. Multiple modes include hot air, combi, retherming, steaming, low-temperature steaming, forced steaming, proofing, cooling, and preheating. CombiOptima automatically measures and controls the humidity level in the oven. The control allows for timed steam injection or instant steam on demand at any point in the cook cycle. Rack timing provides individual timers for each rack. Advanced rack timing allows for timing multiple recipes of the same group simultaneously on separate racks of the oven. Use SmartChef automatic cooking presets for grilling, steaming, braising, browning and breaded products. HACCP quality control, USB connectivity and automatic service diagnosis are included. Programmable vent release allows for automatic venting if desired. The reversible 9 speed fan provides optimum baking and roasting results. The automated combi wash system features very low water and detergent consumption and no contact with chemicals.

Includes one-year parts and labor warranty. Provide start-up inspection service by a factory authorized service agent. Provide options and accessories as indicated.

*NOTE: The company reserves the right to make substitutions of components without prior notice.*

## POWER SUPPLY

VOLTAGE	KW	PHASE	AMPERAGE
208 VAC	27	3 PH	75 amp
240 VAC	27	3 PH	65 amp
480 VAC	27	3 PH	33 amp

Other voltages available, contact factory

This appliance uses a variable frequency drive, which can be known to product high frequency electrical noise. In some cases units must be hard wired. This avoids false positives on ground fault devices susceptible to errors from electrical noise. All installations must comply with local and national codes.

## WATER SUPPLY

Good quality water feed is the responsibility of the owner. Water quality must be within the following general guidelines.

TDS: 40-125 ppm	pH: 7.0-8.5
Hardness: 35-180 ppm	Silica: <13 ppm
Chloramine: <0.2 ppm	Chlorine: <0.2 ppm
Chlorides: <25 ppm	

The best defense against poor water quality is a water treatment system designed to meet your water quality conditions. Blodgett offers optional water treatment systems.

### Pressure

- 40 (min)-50 (max) PSI

### Connections

- 2" drain connection - max. drain temperature 140°F (60°C)
- 3/4" garden hose cold water

## DRAIN






The drain piping must consist of temperature resistant material, greater than 160°F, and be of adequate diameter not to cause flow restriction. Improper materials may deform and cause restrictions, thus affecting performance.

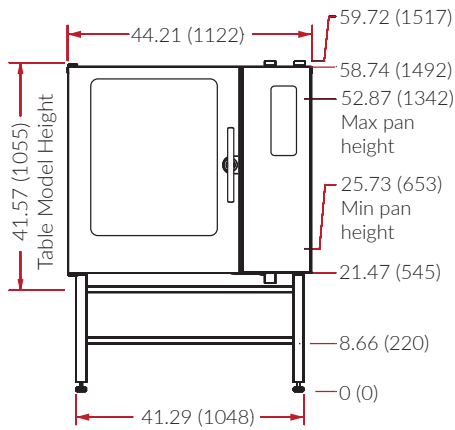
Appliance is to be installed with backflow protection in accordance with federal, state or local codes.



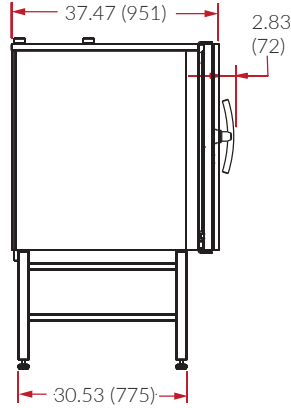
DIMENSIONS ARE IN INCHES (MM)

**LEGEND**

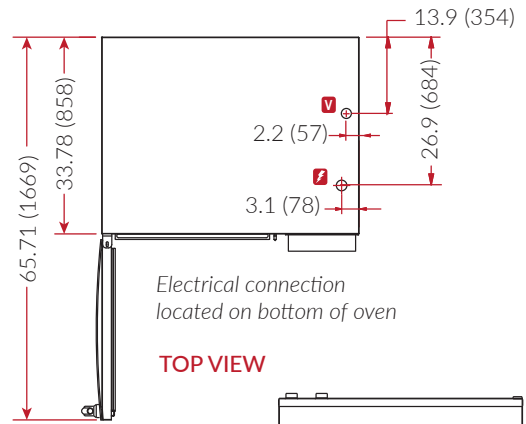
-  FILTERED WATER
-  UNFILTERED WATER
-  DRAIN
-  ELECTRICAL
-  VENT



FRONT VIEW

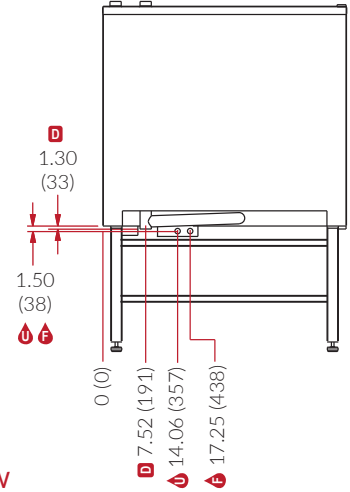


SIDE VIEW



Electrical connection located on bottom of oven

TOP VIEW



BACK VIEW

**SHIPPING**

**WEIGHT**

Oven	725 lbs (329 kg)
Stand	140 lbs (64 kg)

**CRATE SIZE**

Oven	40" H x 47" W x 48" D (1016 x 1194 x 1219 mm)
Stand	36" H x 42" W x 35" D (914 x 1067 x 889 mm)

**DIMENSIONS & CLEARANCES**

**FLOOR SPACE**

44.21" x 37.47" (1122 x 951mm)

**UNIT HEIGHT**

On standard stand	59.72" (1517mm)
Table model	41.57" (1055mm)

**MINIMUM ENTRY CLEARANCES (per section)**

Uncrated	37.47" (951mm)
Crated	40" (1016mm)

**OVEN INSTALLATION CLEARANCE REQUIREMENTS**

Kitchen Environment	Low temp.	High temp.*
Left Side & Back	2" (50mm)	2" (50mm)
Right (control) Side	2.8" (70mm)	16" (400mm)

\* includes heat sources (fryers, hot plates, etc) placed on the control side of the combi

For servicing, Blodgett recommends maintaining at least 16" (400 mm) between the control side and walls or non moveable equipment.





	<b>Blodgett BCT 102E</b>	<b>Alto-Shaam CTC10-20E</b>	<b>Labor</b>	<b>Total</b>
<b>Central Restaurant Products</b>	\$24,210.50		\$3,800.00	\$28,010.50
<b>Warehouse Restaurant Equipment</b>	\$25,050.90		\$3,890.52	\$28,914.42
<b>Commercial Appliance Ltd.</b>		\$24,403.00	\$2,500.00	\$26,903.00
<b>Performance Foodservice</b>	\$28,395.45		\$3,748.45	\$32,143.90

The Blodgett combi oven is preferable. In comparing the quotes from the companies that offer the Blodgett oven, the Central Restaurant Products quote is the best value. This company has the oven currently in stock and will deliver, install, and remove the old oven.

06/07/2022

29098



# Quote

Project: Manawa Schools - Blodgett Combi

From: Warehouse Restaurant Equipment  
 Kevin Kingsfield  
 995 N. Military Ave.  
 Green Bay, WI 54303  
 920-499-1288  
 (920)499-1288 (Contact)  
 920-499-2729 (Fax)  
 kevin@wregreenbay.com

**Thank you for the opportunity to quote**

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>COMBI OVEN, ELECTRIC</b> Blodgett BCT-102E Combi Oven Steamer, electric, boiler, (8) 18" x 26" full size sheet pan or (16) 12" x 20" full size hotel pan capacity, touch screen controls, multiple cooking modes, stores up to 500 recipes, reversible 9-speed fan, external temperature probe, USB port, HACCP, automated CombiWash, semi-automatic deliming system, glass door with mounted drip tray, 21-1/2" tall stand with runners & adjustable feet, stainless steel exterior & interior, cETLus, ETL-Sanitation, CE Dimensions 59.72(h) x 44.21(w) x 40.3(d)	\$25,050.90	\$25,050.90
	1 ea	1 year parts & labor warranty, standard		
	1 ea	208v/60/3-ph, 27.0 kW, 75.0 amps, standard		
	1 kt	58452 Platinum Professional Installation, includes: staging, site survey, delivery, installation, connection of utilities, startup and parts kit. Cost covers up to 2 hours and 100 miles roundtrip ONLY. Customer is responsible for overtime or additional travel. (NET)	\$3,890.52	\$3,890.52
	1 ea	3.35" (85mm) spacing, standard		
	1 ea	Includes (8) wire racks, standard		
	1 ea	Door hinged on left, standard		
	1 ea	21-1/2" tall stand with runners and adjustable feet (standard)		
	1 st	6-1/2" Caster set, for stands	\$362.25	\$362.25
	1 ea	RO500+ST9 TruH2O RO500 with a TruH2O ST9 9 gallon RO storage tank (NET)	\$5,588.61	\$5,588.61
	Class 92.5	Weight: 725 lbs total		
			<b>Extended Total:</b>	<b>\$34,892.28</b>

Item	Qty	Description	Sell	Sell Total
2	1 ea	<b>COMBI OVEN, ELECTRIC</b> Blodgett BCT-62E Combi Oven Steamer, electric, boiler, (5) 18" x 26" full size sheet pan or (10) 12" x 20" full size hotel pan capacity, touch screen controls, multiple cooking modes, stores up to 500 recipes, reversible 9-speed fan, external temperature probe, USB port, HACCP, automated CombiWash, semi-automatic delimiting system, glass door with mounted drip tray, 31-1/2" tall stand with runners & adjustable feet, stainless steel exterior & interior, cETLus, ETL-Sanitation, CE Dimensions 59.72(h) x 44.17(w) x 40.27(d)	\$20,852.20	<Alternate>
	1 ea	1 year parts & labor warranty, standard		<Alternate>
	1 ea	208v/60/3-ph, 21.0 kW, 59.0 amps, standard		<Alternate>
	1 kt	58448 Platinum Professional Installation, includes: staging, site survey, delivery, installation, connection of utilities, startup and parts kit. Cost covers up to 2 hours and 100 miles roundtrip ONLY. Customer is responsible for overtime or additional travel. (NET)	\$3,659.40	<Alternate>
	1 ea	3.35" (85mm) spacing, standard		<Alternate>
	1 ea	Includes (5) wire racks, standard		<Alternate>
	1 ea	Door hinged on left, standard		<Alternate>
	1 ea	31-1/2" tall stand with runners and adjustable feet (standard)		<Alternate>
	1 st	6-1/2" Caster set, for stands	\$362.25	<Alternate>
	1 ea	RO500+ST6 TruH2O RO500 with a TruH2O ST6 6 gallon RO storage tank (NET)	\$5,520.13	<Alternate>
Class 92.5		Weight: 550 lbs total		
			<b>Extended Total: &lt;Alternate&gt;</b>	<b>\$30,393.98</b>
			Total	\$34,892.28

**Pricing, specifications and availability subject to change without notice. Pricing does not include freight, delivery, set up, connections or any applicable sales tax unless otherwise stated. Any freight quoted is for estimate purposes only. No returns on non-stock or special order items.**

**Due to supply chain issues there may be additional manufacturer and freight surcharges that will be the responsibility of the customer.**

**Any listed lead times are approximate and may be extended without notice**

**Warehouse Restaurant Equipment is not responsible for the lighting or required adjustments of gas equipment.  
This service is available at an additional cost by a certified technician.**

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

Printed Name: \_\_\_\_\_



# Quote

06/07/2022

**To:**  
 Misc Customer  
 Commercial Appliance, Ltd.  
 123 N. Douglas Street  
 Appleton, WI 54914  
 (920) 731-6060

**Project:**  
 MANAWA SCHOOLS

**From:**  
 Commercial Appliance Ltd.  
 Bob Gebheim  
 123 N. Douglas St.  
 Appleton, WI 54914-3469  
 9207316060  
 (920)731-6060 0000 (Contact)

Project Code: 1144

Job Reference Number: 1144

\$2500 installation shown is for removal of old unit, disposal of old unit and installation of new unit

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>COMBI OVEN, ELECTRIC</b> Alto-Shaam Model No. CTC10-20E Combitherm® CT Classic™ Combi Oven/Steamer, electric, boiler-free, countertop, (11) 18" x 26" full size sheet or (22) 12" x 20" full size hotel pan (1/1 GN) capacity, (2) side racks with (11) non-tilt support rails, classic control with steam/convection/combi cooking modes, SafeVent™ steam venting, CombiClean™ with (1) cleaning level, CoolTouch3™ glass window, door hinged right, high efficiency LED lighting, stainless steel construction, adjustable stainless steel legs, EcoSmart®, cULus, UL EPH Classified, CE, IPX5, EAC, city-wide COA for New York City (Model CTC 10-20EVH)	\$21,200.00	\$21,200.00
	1 ea	NOTE: Subject to Manufacturer's Terms & Conditions. See Documents Section		
	1 ea	It is the sole responsibility of the owner/operator/purchaser of this equipment to verify that the incoming water supply is comprehensively tested and, if required, provide a means of water treatment that would meet the compliance requirements with the manufacturers water quality standards published on the product spec sheet. Non-compliance with these minimum standards will potentially damage this equipment and/or components and VOID the original equipment manufacturers warranty		
	1 ea	208-240v/50/60/3-ph, 68.8-79.4 amps, 24.8-33.0kW, 2-1 AWG, NO cord or plug		
	1 ea	5031203 Reverse Osmosis System, 5 gallon hydropneumatic storage tank, up to 175 gpd production, operates at line pressure (non-electric), particulate & chlorine reduction prefilter, mineral-addition cartridge, post-filter for chloramine reduction, full system bypass valve and valve-in-head system shut off, includes hose, tubing & fittings for installation, compact wall-mount processor with remote	\$1,488.00	\$1,488.00



Item	Qty	Description	Sell	Sell Total
		storage tank provides installation flexibility (Single Oven Application) ((NET) NO FURTHER DISCOUNTS APPLY)		
	1 ea	For Field install, Combitherm Factory Authorized Installation Program (above) MUST be selected for field install option to become available for selection		
	1 ea	5015711 Combitherm® Combi Oven Stand, mobile, 28-15/16" x 38-3/4" x 38-5/16" (734mm x 983mm x 972mm), with pan slides and shelf, spacing 2-11/16" (68mm), stainless steel, for 7-20 or 10-20	\$1,715.00	\$1,715.00
	1 ea	NOTE: Security options not available on recessed door models		
			<b>ITEM TOTAL:</b>	<b>\$24,403.00</b>
3	1 ea	<b>COMBI OVEN, ELECTRIC</b> Alto-Shaam Model No. CTC7-20E Combitherm® CT Classic™ Combi Oven/Steamer, electric, boiler-free, countertop, (8) 18" x 26" full size sheet or (16) 12" x 20" full size hotel pan (1/1 GN) capacity, classic control with steam/convection/combi cooking modes, SafeVent™ steam venting, CombiClean™ with (1) cleaning level, CoolTouch3™ glass window, door hinged right, high efficiency LED lighting, (2) side racks with (8) non-tilt support rails, stainless steel construction, adjustable stainless steel legs, EcoSmart®, cULus, UL EPH Classified, CE, IPX5, EAC, city-wide COA for New York City (Model CTC 7-20EVH)	\$18,262.00	<Alternate>
	1 ea	NOTE: Subject to Manufacturer's Terms & Conditions. See Documents Section		<Alternate>
	1 ea	It is the sole responsibility of the owner/operator/purchaser of this equipment to verify that the incoming water supply is comprehensively tested and, if required, provide a means of water treatment that would meet the compliance requirements with the manufacturers water quality standards published on the product spec sheet. Non-compliance with these minimum standards will potentially damage this equipment and/or components and VOID the original equipment manufacturers warranty		<Alternate>
	1 ea	208-240v/50/60/3-ph, 45.7-52.7 amps, 16.5-21.9kW, 4-3 AWG, NO cord or plug		<Alternate>
	1 ea	Single		<Alternate>
	1 ea	5031203 Reverse Osmosis System, 5 gallon hydropneumatic storage tank, up to 175 gpd production, operates at line pressure (non- electric), particulate & chlorine reduction prefilter, mineral-addition cartridge, post-filter for chloramine reduction, full system bypass valve and valve-in-head system shut off, includes hose, tubing & fittings for installation, compact wall-mount processor with remote storage tank provides installation flexibility (Single Oven Application) ((NET) NO FURTHER DISCOUNTS APPLY)	\$1,488.00	<Alternate>
	1 ea	For Field install, Combitherm Factory Authorized Installation Program (above) MUST be selected for field install option to become available for selection		<Alternate>



Item	Qty	Description	Sell	Sell Total
1 ea		5015711 Combitherm® Combi Oven Stand, mobile, 28-15/16" x 38-3/4" x 38-5/16" (734mm x 983mm x 972mm), with pan slides and shelf, spacing 2-11/16" (68mm), stainless steel, for 7-20 or 10-20	\$1,715.00	<Alternate>
1 ea		NOTE: Security options not available on recessed door models		<Alternate>
<b>ITEM TOTAL: &lt;Alternate&gt;</b>				<b>\$21,465.00</b>
			Merchandise	\$24,403.00
			Installation	\$2,500.00
			<b>Total</b>	<b>\$26,903.00</b>

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

Printed Name: \_\_\_\_\_

Project Grand Total: \$26,903.00



# Combitherm® CTC10-20E

## Electric Boiler-free

Combining multiple cooking functions into a single appliance, Combitherm® ovens provide endless versatility, reliability and unmatched performance. An all-in-one solution for efficient and consistent food production. Combitherm ovens do the work of a convection oven, kettle, steamer, fryer, smoker and more. Execute every dish, no matter how simple or complex, faster than ever with flawless precision and consistency.

### Standard features

- Simple and intuitive push button control that commands all oven functions with easily identifiable icons
- LED display indicating cooking mode, temperature settings, time remaining, and various instructions
- LED illuminated door handle designed for the needs of the busy kitchen, and provides visual notification of the oven status
- CoolTouch3™ triple panel glass door keeps the heat inside, while keeping the glass cool to the touch and providing 15% greater thermal retention to improve performance and efficiency
- Three cooking modes—steam, convection, and combination
- Front-accessible and retractable rinse hose
- Two different fan speeds
- One fully automated cleaning cycle



- 11** Eleven full-size sheet pans; eleven GN 2/1 pans; twenty-two half-size or GN 1/1 pans, two rows deep
- 2** Two side racks with eleven non-tilt support rails; 19-7/8" [505mm] horizontal width between rails, 2-3/4" [70mm] vertical spacing between rails
- 240 lb [109 kg] product maximum  
150 quarts [190 liters] volume maximum
- Five [5] wire shelves included. Additional wire shelves required for maximum capacity.

Condensable Particulate Matter (CPM) emissions produced through the most aggressive testing methods available were measured at 0.77 mg/m<sup>3</sup> for 11,660 beef patties which is below the maximum allowable level of 5.0 mg/m<sup>3</sup> established by EPA test method 202. This product is UL listed under KNLZ in the U.S. and Canada.

Cooking appliance with integral systems for limiting the emission of grease laden air IP35.

**UK  
CA**



This oven complies with UL 710B, section 17 COA #5760



CTC10-20E

### Configurations (select one)

#### Door swing

- Right hinged
- Recessed door, optional (not available on ventless hood)

#### Electrical

- 208-240V 3ph
- 380-415V 3ph
- 440-480V 3ph

### Accessories (select all that apply)

- Ventech™ Hood
- Ventech™ Hood PLUS
- CombiLatch™
- Seismic feet package, optional
- Extended one-year warranty

### Probe choices

- Removable, single-point, quick-connect core temperature probe, optional
- Removable, single-point, quick-connect sous vide temperature probe, optional

### Security devices for correctional facility use

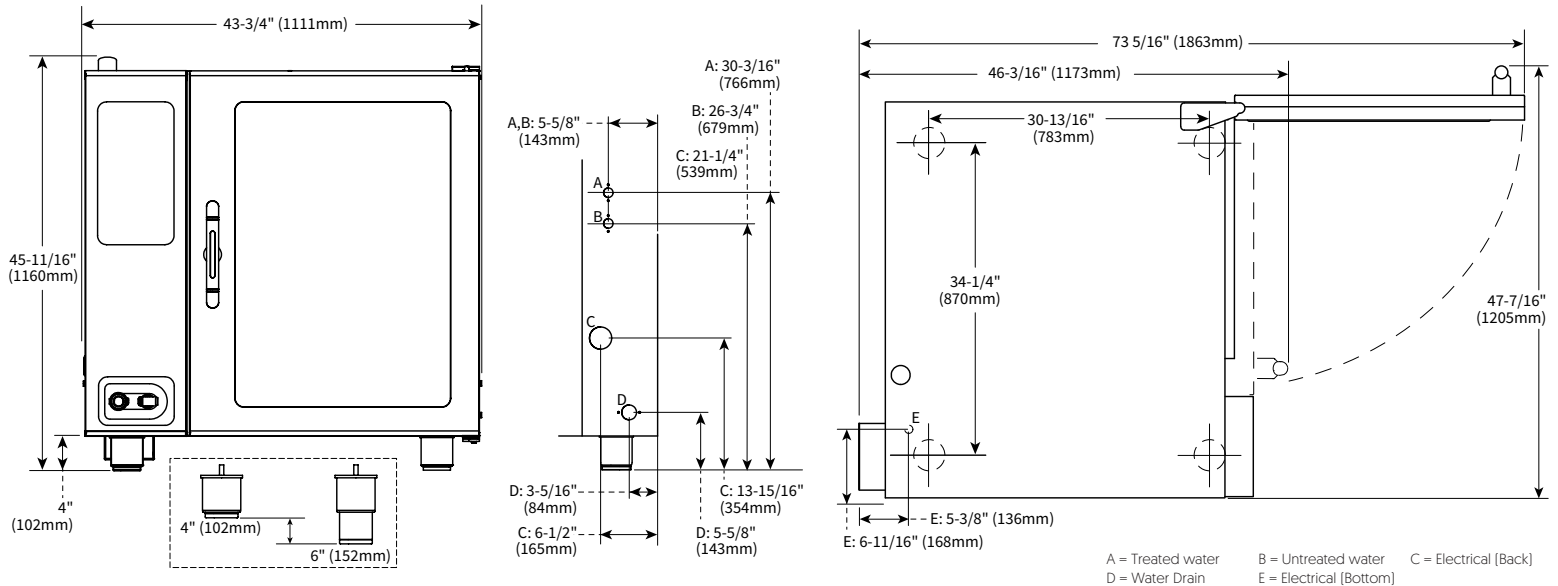
- Optional base package (not available with recessed door): includes tamper-proof screw package, excludes temperature probe
- Anti-entrapment device, optional
- Control panel security cover, optional
- Hasp door lock (padlock not included), optional
- Removable, single-point, quick-connect core temperature probe, optional

### Installation options (select one)

- Alto-Shaam Combination Factory Authorized Installation Program - available in the U.S. and Canada only
- Installation Start-Up Check - available through an Alto-Shaam authorized service agency

# Combitherm® CTC10-20E

## Specification



### DIMENSIONS

#### Model

CTC10-20E

#### Exterior (H x W x D)

45-11/16" x 43-3/4" x 46-3/16" [1160mm x 1111mm x 1173mm]

#### Exterior with recessed door (H x W x D)

45-11/16" x 48-3/4" x 46-3/16" [1160mm x 1238mm x 1173mm]

#### Ship Dimensions (L x W x H)\*

CTC10-20E 56" x 49" x 65" [1422mm x 1245mm x 1651mm]

\*Domestic ground shipping information. Contact factory for export weight and dimensions.

#### Interior (H x W x D)

31-1/2" x 24-1/4" x 32-3/4" [800mm x 616mm x 832mm]

#### Net Weight

760 lb [345 kg]

#### Ship Weight\*

805 lb [365 kg]



### CLEARANCE

Top:	20" [508mm]
Left:	0" [0mm]
	18" [457mm] recommended service access
Right:	0" [0mm] Non-combustible surfaces
	2" [51mm] combustible surfaces
Bottom:	5-1/8" [130mm]
Back:	4" [102mm]
	4-5/16" [109mm] optional plumbing kit



### CHECK FIRST

- Oven must be installed level.
- Water supply shut-off valve and back-flow preventer when required by local code.
- Hood installation is required.
- Drain must not be located directly underneath the appliance.

# Combitherm® CTC10-20E



## Heat of rejection

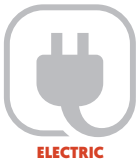
CTC10-20E	Heat Gain qs, BTU/hr	Heat Gain qs, kW
	1,971	0.58



## Noise emissions

Without hood system, a maximum 67 dBA was measured at 3.3 ft [1 m] from unit.

With hood system, a maximum 81 dBA was measured at 3.3 ft [1 m] from unit.



CTC10-20E	V	Ph	Hz	Awg	A	Breaker	kW	Connection	Certification
208-240V	208	3	50/60	2	68.8	70	24.8	L1, L2, L3, G	
	240	3	50/60	1	79.4	80	33.0	L1, L2, L3, G	
380-415V	380	3	50/60	4	42.1	63	28.2	L1, L2, L3, N, G	
	415	3	50/60	3	45.8	63	33.0	L1, L2, L3, N, G	
440-480V	440	3*	50/60	6	36.4	40	28.3	L1, L2, L3, G	
	480	3*	50/60	4	39.7	40	33.0	L1, L2, L3, G	

Electrical connections must meet all applicable federal, state, and local codes. No cord, no plug, dedicated circuit required.

\*Electrical service charge applies.



## Water requirements (per oven)

- Two cold water inlets - drinking quality
- One treated water inlet: 3/4" NPT connection. Line pressure 30 psi minimum dynamic and 90 psi maximum static [200-600 kPa] at a minimum flow rate of 0.26 gpm [1 L/min].
- One untreated water inlet: 3/4" NPT connection. Line pressure 30 psi minimum dynamic and 90 psi maximum static [200-600 kPa] at a minimum flow rate of 2.64 gpm [10 L/min]. Water drain: 1-1/2" [40mm] connection with a vertical vent to extend above the exhaust vent. Materials must withstand temperatures up to 200°F [93°C].

## Water Quality Standards

It is the sole responsibility of the owner/operator/purchaser of this equipment to verify that the incoming water supply is comprehensively tested and, if required, a means of "water treatment" provided that would meet compliance requirements with the published water quality standards shown below. Non-compliance with these minimum standards will potentially damage this equipment and/or components and void the original equipment manufacturer's warranty. Alto-Shaam recommends using the Alto-Shaam Reverse Osmosis System to properly treat your water.

Inlet Water Requirements		
Contaminant	Treated Water	Untreated Water
Free Chlorine	Less than 0.1 ppm (mg/L)	Less than 0.1 ppm (mg/L)
Hardness	30-70 ppm	30-70 ppm
Chloride	Less than 30 ppm (mg/L)	Less than 30 ppm (mg/L)
pH	7.0 to 8.5	7.0 to 8.5
Silica	Less than 12 ppm (mg/L)	Less than 12 ppm (mg/L)
Total Dissolved Solids (tds)	50-125 ppm	50-360 ppm



## Clearance requirements for water filtration system

Do not install a water filtration system behind unit.

## CONTACT US

W164 N9221 Water Street | Menomonee Falls, Wisconsin 53051 | U.S.A.  
 Phone: 262.251.3800 | 800.558.8744 U.S.A./Canada | Fax: 262.251.7067 | [alto-shaam.com](http://alto-shaam.com)



## Reverse Osmosis Systems

Protect your Combitherm® oven investment and extend equipment lifetime with an optional reverse osmosis system from Alto-Shaam. Reverse osmosis systems are the preferred solution for treatment of water that contains sediments, chlorides, minerals and other total dissolved solids [TDS]. Our water treatment systems also remove chlorine and chloramines—corrosive disinfectants often added by public water treatment plants to minimize water-related diseases.

### Benefits of Alto-Shaam reverse osmosis systems include:

- ✓ Elimination of labor and costs associated with frequent oven maintenance
- ✓ Reduction of corrosion on stainless steel
- ✓ Reduction of scale build up
- ✓ Protection of equipment
- ✓ Full water treatment



#### MODEL SPECIFICATIONS

Opti-Pure Model	Tank Dimensions (H x W)	Wall Mounted System (H x W x D)
OPS175CR/5	20-1/4" x 12-1/4"	20" x 18-3/10" x 6"
OPS175CR/10	23-1/4" x 15-5/8"	20" x 18-3/10" x 6"
OPS175CR/16	30-3/8" x 15-5/8"	20" x 18-3/10" x 6"

### Model Selection

Alto-Shaam's product offering includes three [3] different sized reverse osmosis systems for use on Combitherm ovens. Please reference the guidelines below for model (reverse osmosis system and tank reservoir) selection. Additional information and requirements related to models and sizing can be found on page 2.

#### BOILERLESS OVENS

Oven Model [CTP/CTC/CTX]	Opti-Pure Model	Model #
4-10	OPS175CR/5	5031203
6-10	OPS175CR/5	5031203
10-10	OPS175CR/5	5031203
7-20	OPS175CR/5	5031203
10-20	OPS175CR/10	5031204
20-10	OPS175CR/10	5031204
20-20	OPS175CR/10	5031204
4-10 over 4-10	OPS175CR/10	5031207
6-10 over 6-10	OPS175CR/16	5031208
6-10 over 7-20	OPS175CR/10	5031207
6-10 over 10-10	OPS175CR/10	5031207
7-20 over 7-20	OPS175CR/10	5031207

#### BOILER OVENS

Oven Model [CTP/CTC/CTX]	Opti-Pure Model	Model #
4-10	OPS175CR/5	5031203
6-10	OPS175CR/10	5031204
10-10	OPS175CR/5	5031203
7-20	OPS175CR/5	5031203
10-20	OPS175CR/16	5031205
20-10	OPS175CR/16	5031205
20-20	OPS175CR/16	5031205
6-10 over 6-10	OPS175CR/16	5031208
6-10 over 7-20	OPS175CR/16	5031208
6-10 over 10-10	OPS175CR/16	5031208
7-20 over 7-20	OPS175CR/10	5031207



## Additional Information and Requirements

- Each system contains two water treatment filters, one reverse osmosis membrane and one mineral addition cartridge. Please reference the manual for additional required parts.
- Reverse osmosis systems are optional and only for use with Alto-Shaam equipment. Operation with other manufacturer's equipment or use for additional equipment beyond the recommendation for single or stacked ovens may limit ability to supply treated water and potentially void original equipment manufacturer's warranty. The use of a reservoir tank larger than recommendation will not impact warranty.
- Sizing recommendations are based on an average usage of water not exceeding 175 gallons per day and line water pressure at point of equipment at 50F, 60 psi. If daily water usage or supply pressure/water to the equipment deviates from these values or oven operates in heavy steam applications, additional reservoir sizing may be needed to ensure continuous treated water supply to the appliance.
- Installation of the Alto-Shaam reverse osmosis water treatment systems can be included as part of the factory-authorized combi installation program. Contact your dedicated Alto-Shaam representative or go to [alto-shaam.com/combi-install](http://alto-shaam.com/combi-install) for more information.

## Alto-Shaam Water Quality Standards

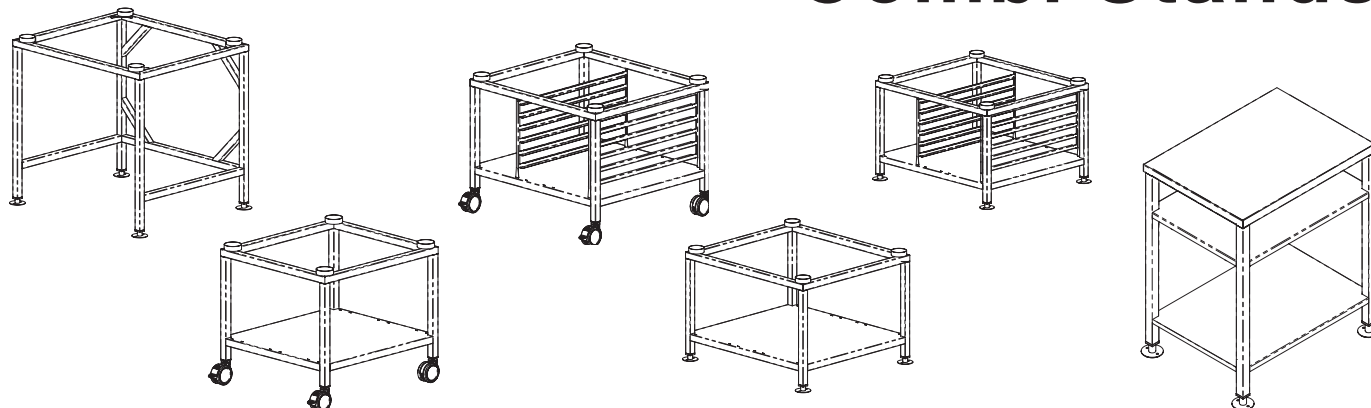
- It is the sole responsibility of the owner/operator/purchaser of this equipment to verify that the incoming water supply is comprehensively tested and complies with the published water quality standards shown below. Non-compliance with these minimum standards will potentially damage equipment and/or components and void the original equipment manufacturer's warranty.
- Upon request, Alto-Shaam can provide a water quality report conducted by an independent laboratory.

INLET WATER REQUIREMENTS		
Contaminant	Treated Water	Untreated Water
Free Chlorine	Less than 0.1 ppm (mg/L)	Less than 0.1 ppm (mg/L)
Hardness	30-70 ppm	30-70 ppm
Chloride	Less than 30 ppm (mg/L)	Less than 30 ppm (mg/L)
pH	7.0 to 8.5	7.0 to 8.5
Silica	Less than 12 ppm (mg/L)	Less than 12 ppm (mg/L)
Total Dissolved Solids (tds)	50-125 ppm	50-360 ppm





# COMBITHERM® COMBIoven Combi Stands



## OVENS

STANDS, STAINLESS STEEL (H X W X D)

	4-10	6-10	10-10	7-20	10-20
<b>5015711</b> MOBILE WITH PAN SLIDES & SHELF SPACING: 2-11/16" (68MM)				✓	✓
	28-15/16" x 38-3/4" x 38-5/16" (734mm x 983mm x 972mm)				
<b>5016083</b> STATIONARY WITH SHELF				✓	✓
	25-7/16" x 39-13/16" x 36-5/16" (645mm x 1010mm x 922mm)				
<b>5016084</b> STATIONARY WITH PAN SLIDES & SHELF SPACING: 2-11/16" (68MM)				✓	✓
	25-7/16" x 39-13/16" x 36-5/16" (645mm x 1010mm x 922mm)				
<b>5016085</b> MOBILE WITH SHELF				✓	✓
	28-15/16" x 38-3/4" x 38-5/16" (734mm x 983mm x 972mm)				
<b>5016087</b> STATIONARY				✓	✓
	38-3/4" x 42" x 36-5/16" (984mm x 1067mm x 922mm)				
<b>5016088</b> STATIONARY WITH SHELF		✓	✓		
	25-3/8" x 31-3/4" x 34-5/16" (645mm x 805mm x 870mm)				
<b>5016089</b> STATIONARY WITH PAN SLIDES & SHELF SPACING: 2-11/16" (68MM)		✓	✓		
	25-7/16" x 31-3/4" x 34-5/16" (645mm x 805mm x 870mm)				
<b>5016090</b> MOBILE WITH SHELF		✓	✓		
	28-15/16" x 30-5/8" x 36-1/4" (734mm x 779mm x 920mm)				
<b>5016091</b> MOBILE WITH PAN SLIDES & SHELF SPACING: 2-11/16" (68MM)		✓	✓		
	28-15/16" x 30-11/16" x 36-1/4" (734mm x 779mm x 920mm)				
<b>5016092</b> STATIONARY		✓	✓		
	38-3/4" x 34" x 34-1/4" (984mm x 864mm x 870mm)				
<b>5014737</b> STATIONARY WITH SINGLE SHELF	✓				
	15-1/4" x 22-5/16" x 31-5/8" (386mm x 565mm x 802mm)				
<b>5014738</b> MOBILE WITH SINGLE SHELF	✓				
	18-5/16" x 21-13/16" x 31-1/8" (464mm x 552mm x 789mm)				
<b>5014985</b> STATIONARY WITH DOUBLE SHELF	✓				
	36-1/4" x 22-5/16" x 31-5/8" (919mm x 565mm x 802mm)				
<b>5014986</b> STATIONARY WITH DOUBLE SHELF	✓				
	36-3/16" x 23-3/4" x 31-9/16" (919mm x 603mm x 802mm)				



W164 N9221 Water Street • P.O. Box 450 • Menomonee Falls, Wisconsin 53052-0450 • U.S.A.

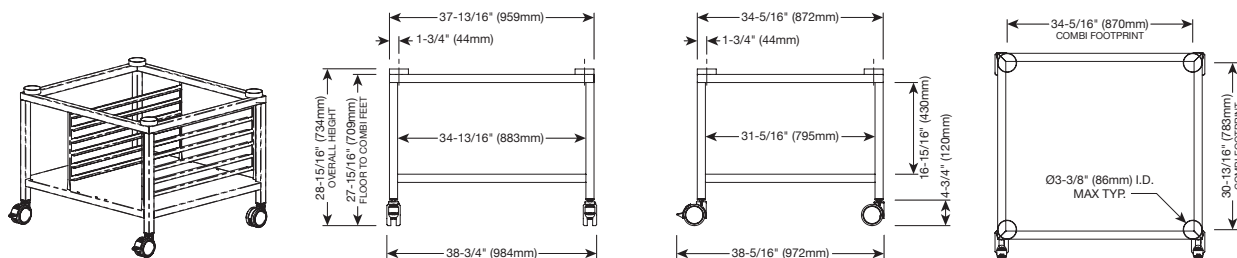
PHONE: 262.251.3800 800.558.8744 U.S.A./CANADA FAX: 262.251.7067 800.329.8744 U.S.A. ONLY

www.alto-shaam.com

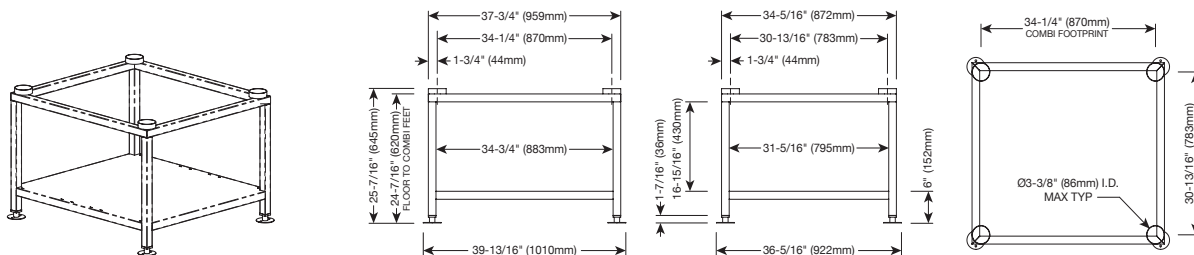


# COMBITHERM® COMBIoven Combi Stands

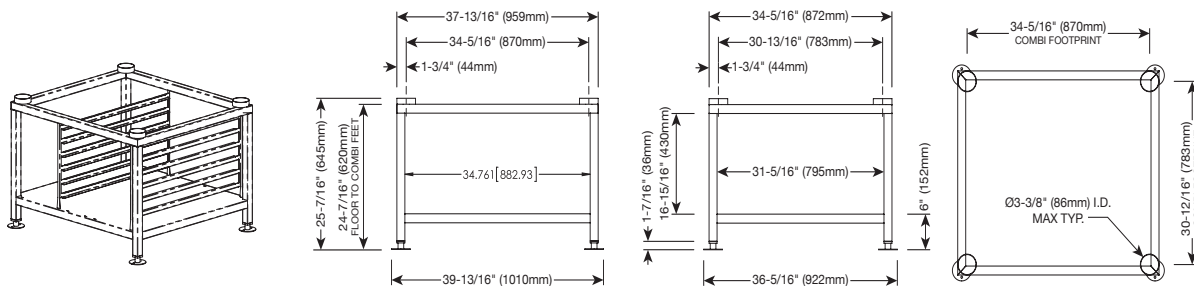
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Mobile Pan Slides & Shelf



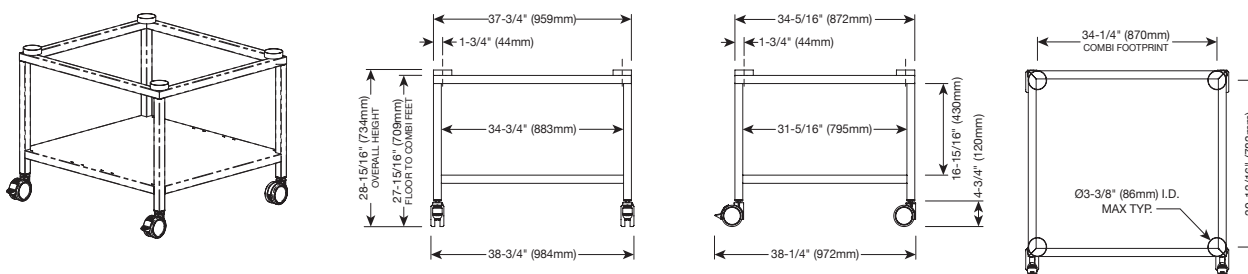
**5016083**  
Stationary with Shelf



**5016084**  
Stationary with Pan Slides & Shelf



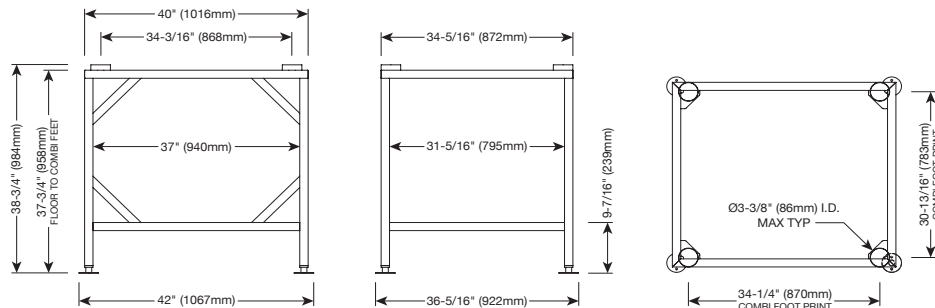
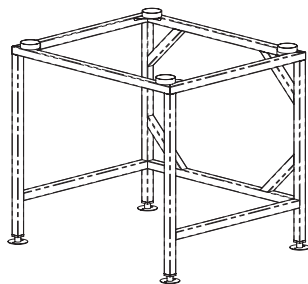
**5016085**  
Mobile with Shelf



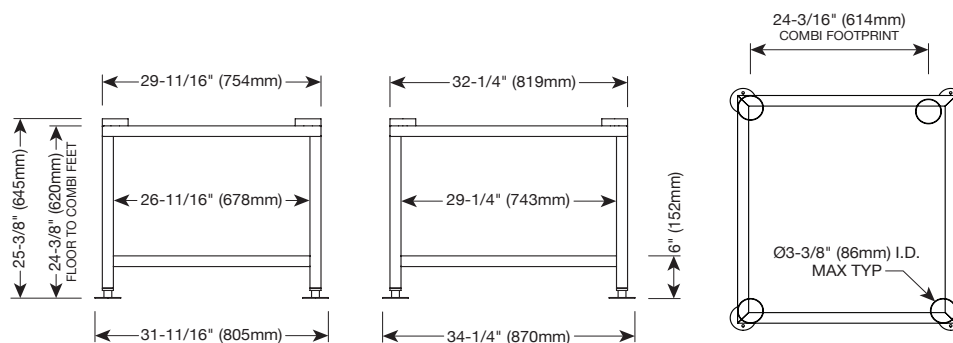
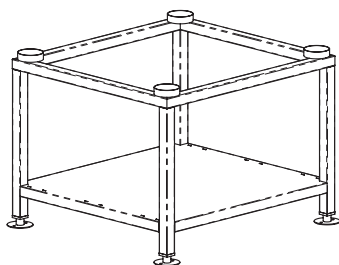


# COMBITHERM® COMBIoven Combi Stands

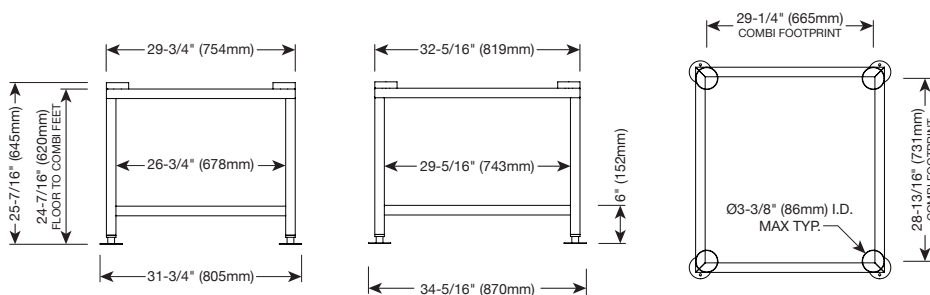
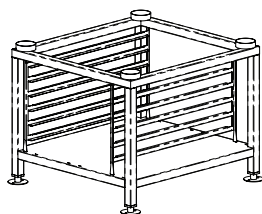
**5016087**  
Stationary



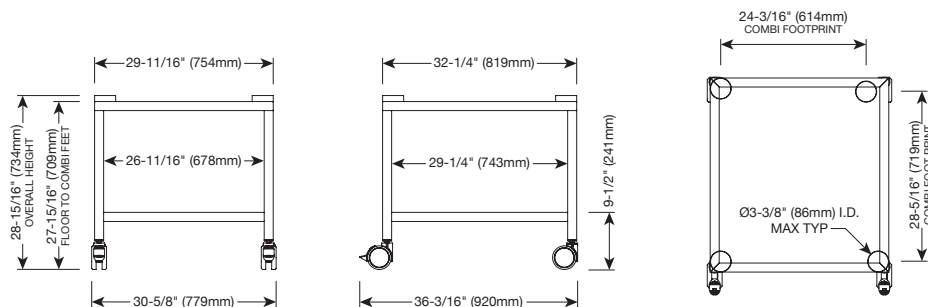
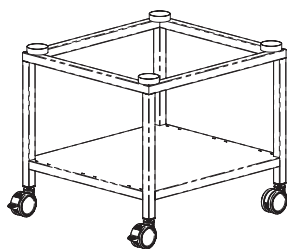
**5016088**  
Stationary with Shelf



**5016089**  
Stationary with Pan Slides & Shelf



**5016090**  
Mobile with Shelf



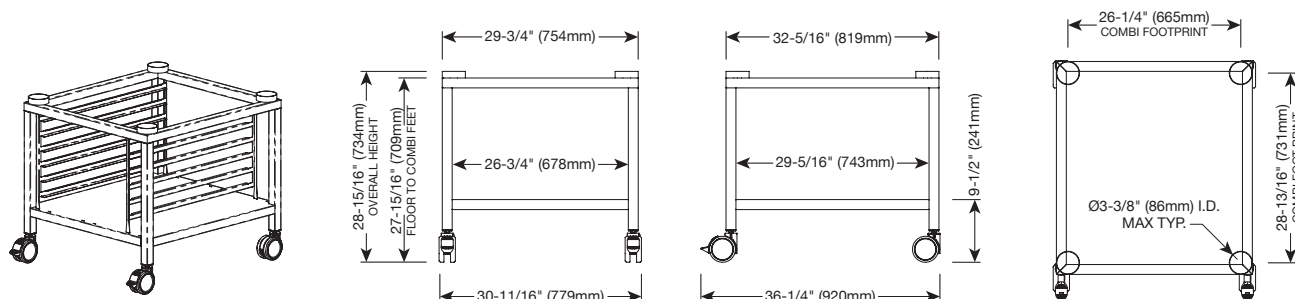




# COMBITHERM® COMBIoven Combi Stands

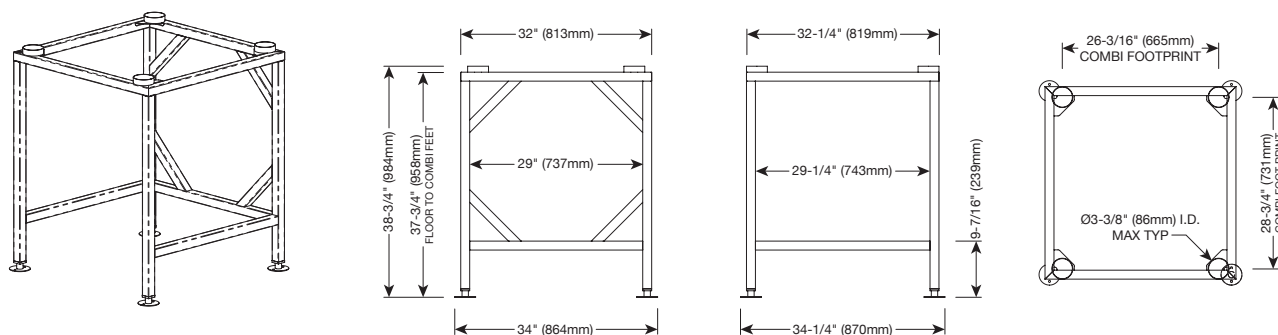
## 5016091

Mobile with Pan Slides & Shelf



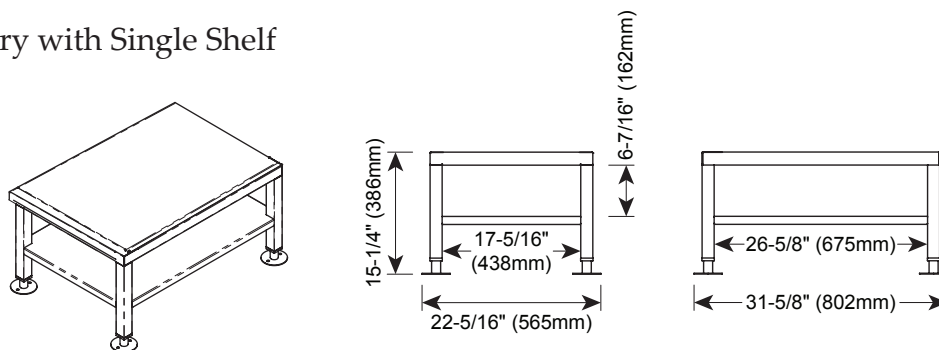
## 5016092

Stationary



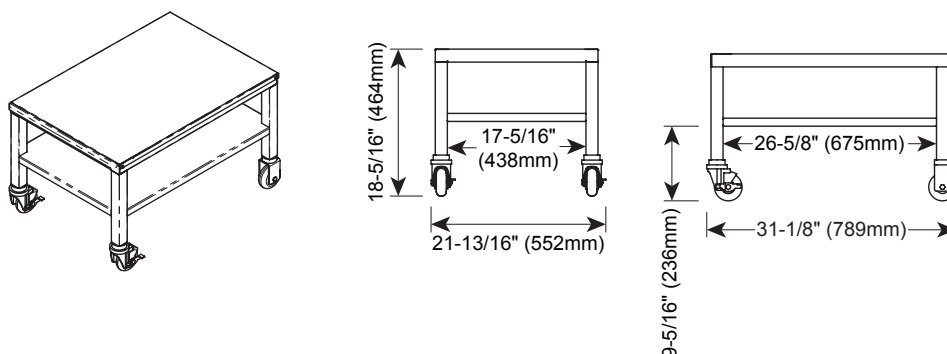
## 5014737

Stationary with Single Shelf



## 5014738

Mobile with Single Shelf

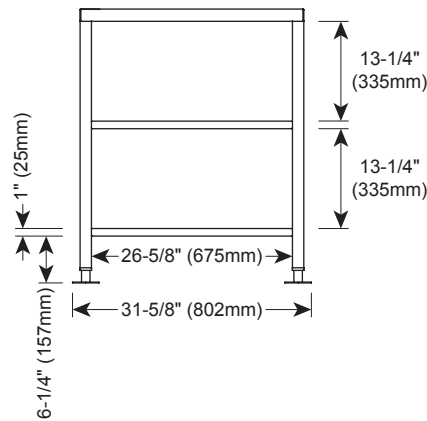
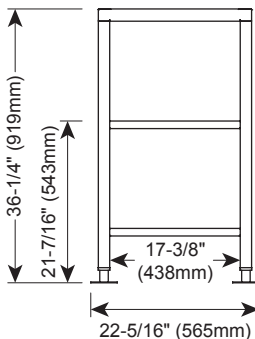
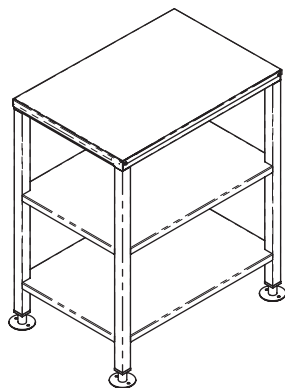




# COMBITHERM® COMBIoven Combi Stands

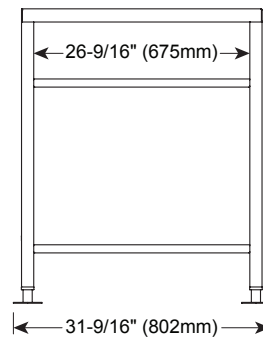
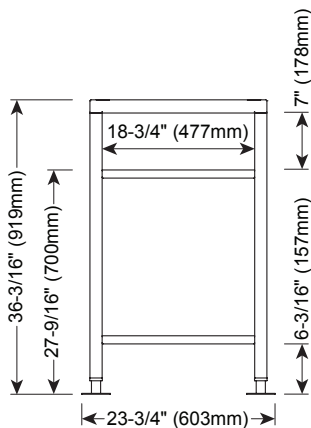
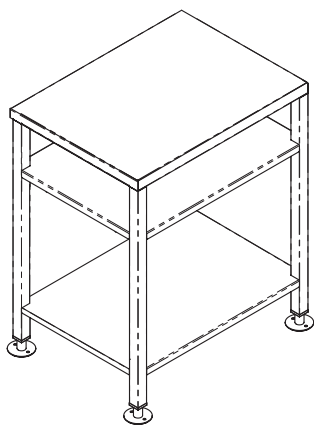
5014985

Stationary with Double Shelf



5014986

Stationary with Double Shelf



# Combitherm® CTC7-20E

## Electric Boiler-free

Combining multiple cooking functions into a single appliance, Combitherm® ovens provide endless versatility, reliability and unmatched performance. An all-in-one solution for efficient and consistent food production. Combitherm ovens do the work of a convection oven, kettle, steamer, fryer, smoker and more. Execute every dish, no matter how simple or complex, faster than ever with flawless precision and consistency.

### Standard features

- Simple and intuitive push button control that commands all oven functions with easily identifiable icons
- LED display indicating cooking mode, temperature settings, time remaining, and various instructions
- LED illuminated door handle designed for the needs of the busy kitchen, and provides visual notification of the oven status
- CoolTouch3™ triple panel glass door keeps the heat inside, while keeping the glass cool to the touch and providing 15% greater thermal retention to improve performance and efficiency
- Three cooking modes—steam, convection, and combination
- Front-accessible and retractable rinse hose
- Two different fan speeds
- One fully automated cleaning cycle



- 8** Eight, full-size sheet pans or eight GN 2/1 pans; sixteen full-size or GN 1/1 pans, two rows deep
- 2** Two side racks with eight non-tilt support rails; 19-7/8" [505mm] horizontal width between rails, 2-3/4" [70mm] vertical spacing between rails
- 168 lb [76 kg] product maximum  
105 quarts [133 liters] volume maximum
- Four [4] wire shelves included. Additional wire shelves required for maximum capacity.

Condensable Particulate Matter (CPM) emissions produced through the most aggressive testing methods available were measured at 0.77 mg/m<sup>3</sup> for 11,660 beef patties which is below the maximum allowable level of 5.0 mg/m<sup>3</sup> established by EPA test method 202. This product is UL listed under KNLZ in the U.S. and Canada.

Cooking appliance with integral systems for limiting the emission of grease laden air IP35.

**UK  
CA**



This oven complies with UL 710B, section 17 COA #5760



CTC7-20E

### Configurations (select one)

#### Door swing

- Right hinged
- Recessed door, optional [not available on ventless hood]

#### Electrical

- 208-240V 3ph
- 380-415V 3ph
- 440-480V 3ph

### Accessories (select all that apply)

- Ventech™ Hood
- Ventech™ Hood PLUS
- CombiLatch™
- Stacking hardware [not available on ventless hood]
- Seismic feet package, optional
- Extended one-year warranty

### Probe choices

- Removable, single-point, quick-connect core temperature probe, optional
- Removable, single-point, quick-connect sous vide temperature probe, optional

### Security devices for correctional facility use

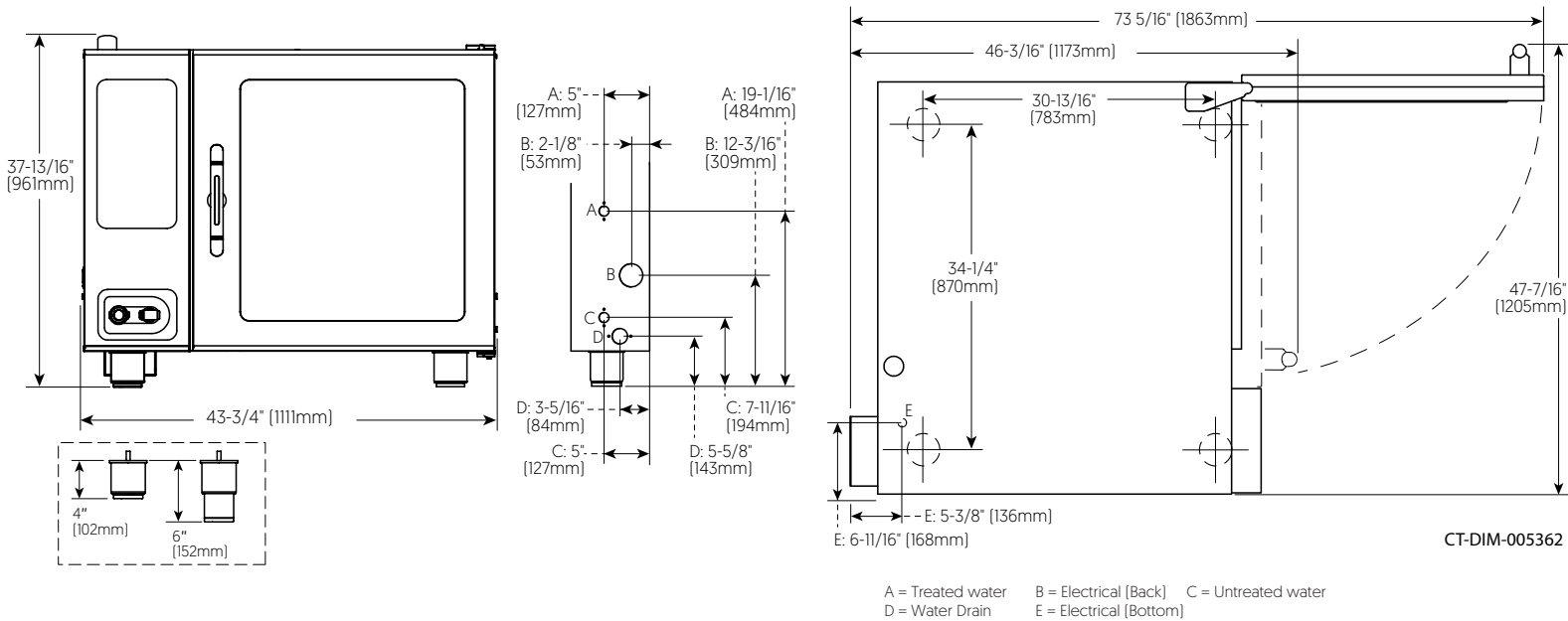
- Optional base package [not available with recessed door]: includes tamper-proof screw package, excludes temperature probe
- Anti-entrapment device, optional
- Control panel security cover, optional
- Hasp door lock [padlock not included], optional
- Removable, single-point, quick-connect core temperature probe, optional

### Installation options (select one)

- Alto-Shaam Combination Factory Authorized Installation Program - available in the U.S. and Canada only
- Installation Start-Up Check - available through an Alto-Shaam authorized service agency

# Combitherm® CTC7-20E

## Specification



A = Treated water B = Electrical [Back] C = Untreated water  
D = Water Drain E = Electrical [Bottom]



### DIMENSIONS

**Model**  
CTC7-20E

**Exterior [H x W x D]**  
37-13/16" x 43-3/4" x 46-3/16" [961mm x 1111mm x 1173mm]

**Exterior with recessed door [H x W x D]**  
37-13/16" x 48-3/4" x 46-3/16" [961mm x 1238mm x 1173mm]

**Interior [H x W x D]**  
23-1/4" x 24-1/4" x 32-3/4" [590mm x 616mm x 832mm]

**Net Weight**  
680 lb [308 kg]

**Ship Dimensions [L x W x H]\***  
CTC7-20E 56" x 49" x 65" [1422mm x 1245mm x 1651mm]

**Ship Weight\***  
727 lb [330 kg]

\*Domestic ground shipping information. Contact factory for export weight and dimensions.



### CLEARANCE

Top: 20" [508mm]  
Left: 0" [0mm]  
18" [457mm] recommended service access  
Right: 0" [0mm] Non-combustible surfaces  
2" [51mm] combustible surfaces  
Bottom: 5-1/8" [130mm]  
Back: 4" [102mm]  
4-5/16" [109mm] optional plumbing kit



### CHECK FIRST

- Oven must be installed level.
- Water supply shut-off valve and back-flow preventer when required by local code.
- Hood installation is required.
- Drain must not be located directly underneath the appliance.

# Combitherm® CTC7-20E



## Heat of rejection

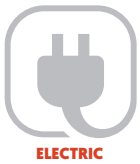
CTC7-20E	Heat Gain qs, BTU/hr	Heat Gain qs, kW
	1,305	0.38



## Noise emissions

Without hood system, a maximum 67 dBA was measured at 3.3 ft [1 m] from unit.

With hood system, a maximum 81 dBA was measured at 3.3 ft [1 m] from unit.



CTC7-20E	V	Ph	Hz	Awg	A	Breaker	kW	Connection	Certification
208-240V	208	3	50/60	4	45.7	50	16.5	L1, L2, L3, G	
	240	3	50/60	3	52.7	60	21.9	L1, L2, L3, G	
380-415V	380	3	50/60	6	28.0	32	18.7	L1, L2, L3, N, G	
	415	3	50/60	4	30.4	32	21.9	L1, L2, L3, N, G	
440-480V	440	3*	50/60	8	20.6	25	15.7	L1, L2, L3, G	
	480	3*	50/60	8	22.4	25	18.7	L1, L2, L3, G	

Electrical connections must meet all applicable federal, state, and local codes. No cord, no plug, dedicated circuit required.

\*Electrical service charge applies.



## Water requirements (per oven)

- Two cold water inlets - drinking quality
- One treated water inlet: 3/4" NPT connection. Line pressure 30 psi minimum dynamic and 90 psi maximum static [200-600 kPa] at a minimum flow rate of 0.26 gpm [1 L/min].
- One untreated water inlet: 3/4" NPT connection. Line pressure 30 psi minimum dynamic and 90 psi maximum static [200-600 kPa] at a minimum flow rate of 2.64 gpm [10 L/min]. Water drain: 1-1/2" [40mm] connection with a vertical vent to extend above the exhaust vent. Materials must withstand temperatures up to 200°F [93°C].

## Water Quality Standards

It is the sole responsibility of the owner/operator/purchaser of this equipment to verify that the incoming water supply is comprehensively tested and, if required, a means of "water treatment" provided that would meet compliance requirements with the published water quality standards shown below. Non-compliance with these minimum standards will potentially damage this equipment and/or components and void the original equipment manufacturer's warranty. Alto-Shaam recommends using the Alto-Shaam Reverse Osmosis System to properly treat your water.

Inlet Water Requirements		
Contaminant	Treated Water	Untreated Water
Free Chlorine	Less than 0.1 ppm (mg/L)	Less than 0.1 ppm (mg/L)
Hardness	30-70 ppm	30-70 ppm
Chloride	Less than 30 ppm (mg/L)	Less than 30 ppm (mg/L)
pH	7.0 to 8.5	7.0 to 8.5
Silica	Less than 12 ppm (mg/L)	Less than 12 ppm (mg/L)
Total Dissolved Solids (tds)	50-125 ppm	50-360 ppm



## Clearance requirements for water filtration system

Do not install a water filtration system behind unit.

## CONTACT US

W164 N9221 Water Street | Menomonee Falls, Wisconsin 53051 | U.S.A.  
Phone: 262.251.3800 | 800.558.8744 U.S.A./Canada | Fax: 262.251.7067 | [alto-shaam.com](http://alto-shaam.com)

# Quote

06/09/2022

**Project:**  
Manawa Schools PFG  
Brenda Suehs

**From:**  
Performance Foodservice - SHO  
Lisa Eulrich  
1260 County Road B  
Shawano, WI 54166  
715-280-7038  
847-916-9042 (Fax)

Project Code: 14921

Job Reference Number: 11336

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>COMBI OVEN, ELECTRIC</b> Blodgett Model No. BCT-102E Combi Oven Steamer, electric, boiler, (8) 18" x 26" full size sheet pan or (16) 12" x 20" full size hotel pan capacity, touch screen controls, multiple cooking modes, stores up to 500 recipes, reversible 9-speed fan, external temperature probe, USB port, HACCP, automated CombiWash, semi-automatic deliming system, glass door with mounted drip tray, 21-1/2" tall stand with runners & adjustable feet, stainless steel exterior & interior, cETLus, ETL-Sanitation, CE	\$28,395.45	\$28,395.45
	1 ea	1 year parts & labor warranty, standard		
	1 ea	208v/60/3-ph, 27.0 kW, 75.0 amps, standard		
	1 kt	58452 Platinum Professional Installation, includes: staging, site survey, delivery, installation, connection of utilities, startup and parts kit. Cost covers up to 2 hours and 100 miles roundtrip ONLY. Customer is responsible for overtime or additional travel. (NET)	\$3,748.45	<Optional>
	1 ea	3.35" (85mm) spacing, standard		
	1 ea	Includes (8) wire racks, standard		
	1 ea	Door hinged on left, standard		
	1 ea	21-1/2" tall stand with runners and adjustable feet (standard)		
	1 st	6-1/2" Caster set, for stands	\$419.25	\$419.25
	1 ea	RO500+ST9 TruH2O RO500 with a TruH2O ST9 9 gallon RO storage tank (NET)	\$5,384.55	\$5,384.55
			<b>ITEM TOTAL:</b>	<b>\$34,199.25</b>
2	1 ea	<b>COMBI OVEN, ELECTRIC</b> Blodgett Model No. BCT-62E Combi Oven Steamer, electric, boiler, (5) 18" x 26" full size sheet pan or (10) 12" x 20" full size hotel pan capacity, touch screen controls, multiple cooking modes, stores up to 500 recipes, reversible 9-speed fan, external temperature probe, USB port, HACCP, automated CombiWash, semi-automatic deliming system, glass door with mounted drip tray, 31-1/2" tall stand with runners & adjustable feet,	\$23,636.25	\$23,636.25

Item	Qty	Description	Sell	Sell Total
		stainless steel exterior & interior, cETLus, ETL-Sanitation, CE		
	1 ea	1 year parts & labor warranty, standard		
	1 ea	208v/60/3-ph, 21.0 kW, 59.0 amps, standard		
	1 kt	58448 Platinum Professional Installation, includes: staging, site survey, delivery, installation, connection of utilities, startup and parts kit. Cost covers up to 2 hours and 100 miles roundtrip ONLY. Customer is responsible for overtime or additional travel. (NET)	\$3,525.75	<Optional>
	1 ea	3.35" (85mm) spacing, standard		
	1 ea	Includes (5) wire racks, standard		
	1 ea	Door hinged on left, standard		
	1 ea	31-1/2" tall stand with runners and adjustable feet (standard)		
	1 st	6-1/2" Caster set, for stands	\$419.25	\$419.25
	1 ea	RO500+ST6 TruH2O RO500 with a TruH2O ST6 6 gallon RO storage tank (NET)	\$5,318.55	\$5,318.55
<b>PLUS FREIGHT TO SHIP DIRECT TO THE CUSTOMER.</b>				
			<b>ITEM TOTAL:</b>	<b>\$29,374.05</b>
			Total	\$63,573.30

Thank you for the opportunity to be of service to you. A 50% down payment may be required and is Reinhart policy. This order is subject to approval from our credit department. Prices do not include any freight or sales tax unless indicated. Any freight shown is an estimate. Special order items are non returnable, unless otherwise stated in the body of this quotation. The buyer is responsible for unloading, uncrating, setting in place and final hook up of utilities of all heavy equipment quoted herewith. The buyer is also responsible for inspection of merchandise upon arrival and noting of any damage on the bill of lading and filing damage freight claim with the carrier. All items quoted are subject to credit terms and conditions established by Reinhart FoodService and agreed to by buyer. Any return of merchandise is subject to prior approval by Reinhart and maybe subject to a factory restocking charge and both inbound and outbound freight charges. Shipping charges, handling charges, and applicable sales tax are quoted separately unless otherwise specified. Quoted prices are good for 30 days. Not responsible for errors, omissions or manufacturer price increases beyond 30 days. i have read the above quotation and manufacturer product specification sheets and agree to and offer to purchase described goods as proposed in this quotation. I understand by signing for the equipment above that the equipment is a special at my request. I agree to pay one-half down at time of order and the remaining balance on delivery or other terms specified by Reinhart FoodService credit department. I understand that if I decide to return the product, my deposit will be held to cover the cost of the return. Unless otherwise specified. If the equipment is to be drop-shipped the customer is responsible for freight charges. Reinhart reserves the right to correct any price errors provided through auto quotes.

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

Printed Name: \_\_\_\_\_

Project Grand Total: \$63,573.30





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

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 6/7/2022  
**Re:** Student Accident Insurance

---

**Recommendation:**

I recommend purchasing student accident insurance from Student Assurance Services.

**Rationale:**

Student Assurance Services, Inc. in Stillwater, MN is our current provider. The policy and price quote remain the same as it was for the 2022-23 school year at \$3.25 per student. Currently our student count is at 577. The total cost to the district will be \$1,875.25.

Details about this policy are enclosed in this packet.

---

**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

Carmen O'Brien, Business Manager  
Manawa School District  
800 Beech Street  
Manawa, WI 54949



## 2022-2023 Student Accident Insurance Renewal

Dear Carmen:

The enclosed information explains your school district's renewal for the 2022-2023 school year. Last year you selected our Standard Plan to cover all school sponsored and supervised activities.

### 2022-2023 Rates & Medical Benefits:

The renewal rate will have **No Increase** for the 2022-2023 school year. The medical benefits within your All-Pupil accident policy will have no changes as well

### Voluntary Sports Coverage:

The Voluntary Sports Plan will have the same medical benefits and rates for families to select. Student Assurance Services now have the capability of having families purchase sports coverage through our website. If you conduct your sports registration online, we can provide you a PDF form that directs families to our website. Otherwise, we can continue to print/ship vol. sports forms.

Remember, your **Student Accident Plan** protects your school(s) in situations where families view the school district responsible for their student's injury regardless of fault.

As much as this coverage is a benefit to uninsured students and students whose health insurance has a high deductible, it is also an important asset when your administration/school board must resolve an unexpected student injury that occurs under the school district's supervision.

### Complete the Renewal Applications & Payment:

An estimated billing invoice is enclosed. Your enrollment is based on the number provided to us last year. You may either pay from this billing, if it is correct, or enter the updated enrollment and adjust the billing accordingly.

Please complete and return the enclosed **Application Forms by July 15<sup>th</sup>, 2022**. **Your school district's payment should also be received by Student Assurance Services before the start of your new policy year (8-1-22)**. This enables us to prepare and begin claim service in a timely manner.

I appreciate your business and look forward to working with you next school year. If you have any questions/concerns about the renewal, please call me at (800) 328-2739 or [sonnyh@sas-mn.com](mailto:sonnyh@sas-mn.com).

Sincerely,

Sonny Heinrich, Regional Representative  
Student Assurance Services, Inc.

*Specializing in Accident Coverage for Students while:  
Attending School – Playing Interscholastic Sports – Participating in Camps/Rec Programs/Youth Events  
Toll Free: (800) 328-2739 – Fax: (651) 439-0200 – Email: [sonnyh@sas-mn.com](mailto:sonnyh@sas-mn.com)*



# STUDENT ACCIDENT INSURANCE

## Standard Group Plan

### Policy GA-2200Ed.11-16

This group plan provides insurance benefits for medical expense arising from a school related accidental bodily injury. This insurance plan is designed to protect school boards, administrators, faculty and staff from claims which may be made by parents should their child be injured while under school supervision.

Administrators look upon this insurance plan as a public relations tool. Parents may benefit when their other health insurance plan includes a deductible or copay, the out-of-pocket portion of the medical bill may be paid by this insurance plan. If there is no other health insurance at home, this insurance plan becomes primary. The Medical Benefits and Exclusions apply to the Coverage Options below.

## COVERAGE OPTIONS

### GROUP SCHOOL-TIME COVERAGE (ALL PUPIL) - Maximum Benefit \$25,000 per Injury

Protects the student while:

- a) Attending regular school sessions.
- b) Participating in or attending school-sponsored and supervised extra-curricular activities.
- c) Traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised extra-curricular activities in school-provided transportation.
- d) Coverage does not include participation in interscholastic high school sports

## DEDUCTIBLE AND NO DEDUCTIBLE PLANS ARE AVAILABLE

### NO-DEDUCTIBLE PLAN

This insurance plan has no deductible for each injury, and will consider benefits for covered expenses not paid by any other valid coverage.

### DEDUCTIBLE PLAN

This insurance plan has a deductible for each injury, and will consider benefits for covered expenses in excess of the deductible. In determining the deductible, benefits provided by any other valid coverage will be considered first.

## OTHER PROVISIONS

1. Group coverage becomes effective the first day of the regular school session (All Pupil), and expires 07-31-2023.
2. Group insurance rates specific to the School District are submitted as part of the cover letter.
3. This brochure is an illustration of coverage available.

Underwritten by:



Ameritas Life Insurance Corp.  
Lincoln, Nebraska



## MEDICAL BENEFITS

When injury covered by the Policy results in treatment by a licensed physician within 60 days from the date of injury, the company will pay the usual and customary (U&C) expenses incurred for covered services listed below, for expenses actually incurred within one year from the date of injury up to a **maximum of \$25,000 per injury**.

**Our insurance plan would be secondary to all other valid coverage. A claim must be filed with other valid coverage first! This insurance plan does not cover penalties imposed for failure to use providers preferred or designated by the primary coverage.**

Unless otherwise stated all amounts listed below are per injury.

### PHYSICIAN'S SERVICES

- a) **Surgical Care** (surgeon, assistant surgeon, anesthesia) - U&C, up to \$2,500
- b) **Nonsurgical Care** (includes physiotherapy, 1 visit per day) - U&C, up to \$50 per visit, maximum 10 visits

### HOSPITAL CARE

- a) **Inpatient Care**
    - Hospital Semi-private Room - the usual daily charges, up to \$500 per day
    - Hospital Miscellaneous Services (includes charges for registered nurse) - U&C, up to \$1,500
  - b) **Outpatient Care** (includes facility charges for day surgery and emergency room) - U&C, up to \$1,500
- Note: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under medical benefits**

**RADIOLOGY SERVICES** (includes x-ray, MRI, CT scan, bone scan, and charges for reading) - U&C, up to \$500

**DENTAL TREATMENT** (in lieu of all other medical benefits, for sound and natural teeth) - U&C, up to \$5,000

**AMBULANCE SERVICES** - U&C, up to \$500

**ORTHOPEDIC APPLIANCES** (when prescribed by a physician for healing; includes charges for durable medical equipment) - U&C, up to \$300

**PRESCRIPTION DRUGS** (take home) - U&C, up to \$300

**REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS** (when medical treatment is required for a covered injury) - U&C, up to \$300

**LABORATORY SERVICES** (Outpatient) - U&C, up to \$300

**SHOTS AND INJECTIONS** (Outpatient, in lieu of physician non-surgical care) - U&C, up to \$300

**MOTOR VEHICLE INJURY** - Same as any Injury, up to \$2,000

**The policy contains a provision limiting coverage to the usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.**

## EXCLUSIONS

1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
2. Injuries for which benefits are payable under Workers' Compensation or Employer's Liability Laws.
3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder.

**IT IS NOT THE INTENT OF THIS POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM.** Are-injury will be covered if the insured has been treatment free for a period of 180 days prior to the effective date of the policy.

## ACCIDENTAL DEATH AND DISMEMBERMENT

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.

Loss of Life	\$ 2,500	Double Dismemberment	\$10,000
Loss of an Eye	\$ 2,500	Single Dismemberment	\$ 2,500

**This provides a very brief description of some of the important features of the insurance policy. It is not the insurance policy and does not represent it. A full explanation of benefits, exceptions and limitations is contained in the Group Accident Insurance Policy Form GA-2200Ed.11-16 (and any state specific), and any applicable endorsement(s). This policy is considered term accident insurance and is non-renewable. This product may not be available in all states and is subject to individual state regulations. The Master Policy is issued to the School District/School. A copy of the Privacy Notice may be obtained on the website [www.sas-mn.com](http://www.sas-mn.com).**



**STUDENT ACCIDENT INSURANCE  
Voluntary Interscholastic Athletic Plan  
Policy GA-2200Ed.11-16(ID)(KS)(LA)(MT)(NC)(ND)(OH)(SD)**

<b>PREMIUMS - Each Athlete - One time policy year premiums</b>	
<b>All Interscholastic Sports Grades 7-12 EXCEPT Senior High Football Grades 9-12 .....</b>	<b>\$ 75</b>
<b>All Interscholastic Sports Grades 7-12 INCLUDING Senior High Football Grades 9-12.....</b>	<b>\$325</b>
<b>Senior High Football Grades 9-12.....</b>	<b>\$250</b>

**COVERAGE OPTIONS**

This insurance plan provides benefits for covered medical expenses resulting from bodily injury caused directly by accident, independent of all other causes, sustained while the student is:

- a) practicing for or competing in interscholastic sports while under the supervision of a school employee, and
- b) traveling to or from such practice or competition in school provided transportation.

**The Medical Benefits and Exclusions below apply to Coverage Options above.**

**MEDICAL BENEFITS - Unless otherwise stated all amounts below are per Injury**

When injury covered by the Policy results in treatment by a licensed physician within 60 days from the date of accident, the Company will pay the usual and customary charges (U&C) incurred for covered services below, for charges actually incurred within one year from the date of injury up to the maximum benefit of \$50,000 per injury. (In MT, NC benefits are payable after deductible per injury is satisfied, the deductible is the amount paid or payable for the same injury by other valid coverage). This policy will pay benefits regardless of other valid coverage, if the covered claim expense is less than \$200. If the covered claim expense exceeds \$200, benefits shall be paid first by other valid coverage. (This coverage is excess in KS and primary in MT, NC after the deductible and in ID, IL, SD) This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage. (Penalties do not apply in KS)

**PHYSICIAN'S SERVICES**

- a) **Surgical Care** (surgeon, assistant surgeon, anesthesia) - 80% U&C, up to \$2,500
- b) **Nonsurgical Care** (including physiotherapy performed other than in a hospital) - U&C, up to \$50 per visit, maximum 6 visits

**HOSPITAL CARE:**

- a) **Inpatient Care:**
    - 1. Semi-Private Room - U&C, up to \$500 per day
    - 2. Hospital Miscellaneous Services - 80% U&C, up to \$2,500
  - b) **Outpatient Care:**
    - 1. Facility Charges for Day Surgery - U&C, up to \$2,500
    - 2. Emergency Room and Hospital Miscellaneous - 80% U&C, up to \$500
- Note:** Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.

**X-RAY SERVICES** (includes charges for reading) - U&C, up to \$250

**LABORATORY SERVICES** - U&C, up to \$250

**DIAGNOSTIC IMAGING** (MRI, CT scan, bone scan, includes charges for reading) - U&C, up to \$500

**DENTAL TREATMENT** (in lieu of all other medical benefits; for repair and/ or replacement of each sound and natural tooth) - U&C, up to \$250 per tooth (In SD, sound and natural is deleted)

**AMBULANCE SERVICES** - U&C, up to \$500

**ORTHOPEDIC APPLIANCES** (when prescribed by a physician) - U&C, up to \$250

**PRESCRIPTION DRUGS** (take home) - U&C, up to \$250

**REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS** (when medical treatment is required for covered injury) - U&C, up to \$250

**MOTOR VEHICLE INJURY** - U&C, up to \$2,500 (In KS, \$2,500 limit does not apply)

**The Policy contains a provision limiting coverage to usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.**

**EXCLUSIONS**

This Policy does not provide benefits for expenses resulting from:

- 1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
- 2. Injuries for which benefits are payable under Workers' Compensation or Employer's Liability Laws. (In NC, benefits are excluded if the employee, employer or carrier is responsible or liable according to the final adjudication or a settlement order under state law)
- 3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder. (In ID, an insured must be participating as a professional)
- 4. In Kansas - No benefits are payable for accidental bodily Injuries arising out of a motor vehicle accident to the extent such benefits are payable under any medical expense payment provision (by whatever terminology used including such benefits mandated by law) of any automobile policy.
- 5. In Ohio - Reinjury if the insured participated in a covered activity against medical advice.

**IT IS NOT THE INTENT OF THIS POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM.** A re-injury will be covered if the insured has been treatment free for a period of 180 days prior to the effective date of the policy. (In OH, this provision does not apply)

**ACCIDENTAL DEATH & DISMEMBERMENT BENEFITS**

When injury covered by this policy results in the following specific losses within 180 days from the date of accident, the Company will pay indemnity in the amount (the largest applicable thereto) as specified below for any one injury, and shall be in addition to any other benefits for such accident. Loss of a Hand or Foot means loss by severance at or above the wrist or ankle joint. Loss of sight must be entire and irrecoverable.

Loss of Life.....	\$ 2,500
Loss of Both Hands, Both Feet or Sight of Both Eyes .....	\$10,000
Loss of One Hand, One Foot or Sight of One Eye.....	\$ 2,500

**OTHER PROVISIONS**

**EFFECTIVE DATE** is the later of: the Master Policy effective date; or 12:01 am following the date the enrollment form and premium are received by the School, the Company or its authorized agent.

**TO FILE A CLAIM** - Notify the school officials immediately. Obtain a claim form from the school or website [www.sas-mn.com](http://www.sas-mn.com). Submit the completed claim form along with the student's bills to **Student Assurance Services, Inc.**

**This provides a very brief description of some of the important features of the insurance policy. It is not the insurance policy and does not represent it. A full explanation of benefits, exceptions and limitations is contained in the Group Accident Insurance Policy Form GA-2200Ed.11-16 (and any state specific) and any applicable endorsements. This policy is considered term accident insurance (except in ID) and is non-renewable. This product may not be available in all states and is subject to individual state regulations. The Master Policy is issued to the School District/School. A copy of the Privacy Notice and Certificate of Coverage may be obtained on the website [www.sas-mn.com](http://www.sas-mn.com).**

**EXPIRATION DATE** is the earlier of: (a) last day of the authorized season of the current school year; or (b) the Master Policy expiration date.

**TO ENROLL** - Complete an enrollment form ON-LINE or Mail to us directly (INFO on website and below). Make the check payable to **Student Assurance Services, Inc.** Return the completed enrollment form and premium payment to the School. Retain this brochure for your records.

G-3505(SP)



**Administered by:**  
**Student Assurance Services, Inc.**  
P.O. Box 196  
Stillwater, Minnesota 55082

**Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.**

# STUDENT ASSURANCE SERVICES, INC.

PO BOX 196 STILLWATER, MN 55082-0196

2022/2023 INVOICE

**Manawa School District  
800 Beech Street  
Manawa, WI 54949**

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ALL PUPIL COVERAGE:

(\*599 Students) x \$3.25 = \$ 1,946.75

TOTAL: \$ 1,946.75

**THANK YOU**





**APPLICATION FOR STUDENT ACCIDENT INSURANCE**

**Manawa School District**  
**800 Beech Street**  
**Manawa, WI 54949**

1. What is the first day of authorized sports practice? \_\_\_\_\_
2. What is the first day of the regular school term? \_\_\_\_\_ Last Day of School \_\_\_\_\_
3. Select the PLAN desired below. Complete the Enrollment and Premium sections.  
 Effective Date: 8/1/2022 Termination Date: 8/1/2023

**SCHOOLS THAT PROVIDE COVERAGE ON A GROUP BASIS PREMIUMS**

- A: GROUP COVERAGES**
- 1. Group Athletic Coverage:
 

Senior High Enrollment _____	Grades _____	\$ _____
Junior High Enrollment _____	Grades _____	\$ _____
  - 2. Supplemental Coverage: \$ \_\_\_\_\_
  - 3. Supplemental Coverage: \$ \_\_\_\_\_
  - 4. All Pupil Coverages : **Standard Plan (No Deductible)**  
 Enrollment grades PK-12 \_\_\_\_\_ @ \$3.25 = \$ \_\_\_\_\_
  - 5. Other Activity Coverage: \$ \_\_\_\_\_
  - 6. Other Activity Coverage: \$ \_\_\_\_\_
- TOTAL PREMIUM** = \$ \_\_\_\_\_

**SCHOOLS THAT OFFER COVERAGE ON A VOLUNTARY BASIS**

- B: VOLUNTARY COVERAGES: (See Brochure) Please Select an Option**
- 1. Voluntary Sports/Football Coverage:  - Online  - Printed Forms \_\_\_\_\_  
 Interscholastic Sports Participants Grades 7-12 # of student athletes (Fall/Winter/Spring)
  - 2. VOLUNTARY STUDENT COVERAGE:  
 Estimated Total Enrollment in grades PK-12 \_\_\_\_\_

**PLEASE LIST ALL SCHOOLS IN THE DISTRICT WITH CORRESPONDING ENROLLMENTS (or attach list)**

\_\_\_\_\_

\_\_\_\_\_

In order to take advantage of all policy provisions, student brochures must be distributed at registration for each interscholastic sport and at registration or no later than the first day of school for all students PK-12. It is agreed and understood that: **(applies only to voluntary coverages)**

- The school will offer coverage to all students in the school system.
- Football/Sports Coverage is available only if the school installs the Voluntary Student Coverage.
- A school official will complete the school's section of each claim form for school related injuries.
- For enrollment forms returned to the school: Premiums must be sent to the agent within 30 days of receipt; and a school official will date each premium envelope on the date received.
- Only one student accident insurance plan will be offered by the school.**

**WEBSITE ACCESS AGREEMENT**

By signing this form you will be given access to the Master Policy, roster, and claim status information. This information should only be shared by those persons in the school administration. After we receive this application you will receive an email that explains how to access all of the information at our website.

**Applied for by:**

Print Name of School Official	Telephone Number	E-Mail Address
Signature of School Official	Title	Date]

**School Contact**

If different than above Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Agent**

Print Name \_\_\_\_\_ Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Agent Mailing Address \_\_\_\_\_

**Administered by and Mail to:**



Student Assurance Services, Inc.  
 P.O. Box 196  
 Stillwater, Minnesota 55082

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.



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

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 6/7/2022  
**Re:** District and Class Fee

**Recommendation**

I recommend no change to the 2022-23 school year class and district fees.

<b>Manawa Elementary School Fees</b>	
District Fee	\$15.00
Class of 2030-2035 Fee	\$10.00

<b>Manawa Middle School Fees</b>	
District Fee	\$20.00
Class of 2027-2029 Fee	\$5.00

<b>Little Wolf High School Fees</b>	
District Fee	\$20.00
Junior Class of 2024	\$10.00
Sophomore Class of 2025	\$5.00
Freshman Class of 2026	\$5.00

If a family qualifies for Free or Reduced priced breakfast/lunch, the district fee is waived.

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

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

**Little Wolf High School**  
**Manawa Middle School**  
515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

**Manawa Elementary**  
800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

**ManawaSchools.org**



/ ManawaSchools



/ ManawaSchools





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

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 6/9/2022  
**Re:** Athletic Trainer Agreement

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**Recommendation:**

I recommend continuing to contract with Orthopedic & Spine Therapy (OST) at 1000 Midway Road, Menasha, WI 54952 for athletic training services for the 2022-23 school year at a fee of \$400 for the year.

**Rationale:**

Physical Therapist, Ms. Jill Timm, is a member of the Manawa community and has provided athletic training services for several years. Coaches, athletes, and the SDM as a whole has been very satisfied with the services she provides. Ms. Timm will be present at Little Wolf High School one day per week for approximately 1 hour during the traditional academic year. She will also attend all home **varsity and junior varsity** football game and home **high school and middle school** wrestling competitions or arrange for other medical care if she is unable to attend. Other district requirements are outlined under letter F in the agreement and include advertising opportunities.



# Agreement for Services

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AGREEMENT made effective this 6th day of June, 2022, between Orthopedic & Spine Therapy (OST) at 1000 Midway Road, Menasha, Wisconsin, 54952 and the Little Wolf School District ("the District"), 800 Beech Street, Manawa, Wisconsin, 54949.

## RECITALS:

1. The District desires to engage the services of OST for the purpose of providing the services of a Certified Athletic Trainer ("ATC") at the District's facility known as the Little Wolf High School during the 2022-23 school year.
2. OST is willing to provide the services of an ATC upon the following terms and conditions and the District is willing to engage OST on said terms and conditions.

For a good and valuable consideration, including the above Recitals, the parties agree as follows:

- A. The District shall provide all necessary supplies and equipment for the ATC.
- B. OST shall provide the District with the services of ATC at the District's High School facilities.
  1. All supervision of the ATC will be provided by OST. The ATC will meet minimum standards of job description and certification.
  2. OST shall obtain and maintain, at its sole cost and expense, professional liability insurance covering its employees.
- C. The District recognizes that it will pay judgment for damages and cost against its officers, employees and agents arising out of their activities while within the scope of their assigned responsibility in the athletic training program at Little Wolf High School.
- D. The ATC will provide the District with the following services:
  1. ATC will be present at Little Wolf High School one day per week for approximately one hour per day during the traditional academic year.
  2. ATC will be present at all home varsity and junior varsity football games, and home High School and Middle School wrestling competitions (or arrange for other medical care if unable to be present.)
  3. Presentations will be provided on Athletic Director's request for parents, coaches or faculty at Little Wolf High School.
- E. The term of this Agreement shall begin on this 1<sup>st</sup> day of August, 2022, and terminate on June 5<sup>th</sup>, 2023.
- F. The District shall pay to OST the sum of \$400 for services provided by OST.
  1. In addition, free of charge, OST signs will be placed on the football field and in the field house.
  2. Two announcements will be placed in the school newsletter acknowledging that athletic training room services are provided by OST.

3. Announcements, free of charge, to be placed in programs for all sports, acknowledging that athletic training services are provided by OST.
  4. Cash amount shall be payable \$400 on October 1, 2022. In the event that the district shall require the service of the ATC from OST for special athletic or sporting events, services for such special events shall be paid at the rate of \$25 per hours for said events, and must be requested at least thirty (30) days prior to the event.
  5. Annual Athletic Passes for 2 adults and 3 children.
- G. This Agreement represents the entire understanding between the parties regarding the subject matter hereof. This Agreement shall not be amended, altered or modified except by a written instrument signed by both parties hereto. The waiver by either party of any breach of the provisions of the Agreement shall not be deemed a waiver of any subsequent breach. This Agreement shall not be assignable by either party without the written consent of the other party.
- H. The District and OST agree there shall be no discrimination against students on the basis of the students' or ATC's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

The parties signed this Agreement effective the day and year first above written.

Orthopedic & Spine Therapy

Little Wolf High School

  
Jill Timm, PT, LAT

\_\_\_\_\_  
\_\_\_\_\_  
(Title)



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

To: Dr. Melanie J. Oppor, Manawa Board of Education  
 From: Dan Wolfgram  
 Date: 6/3/2022  
 Re: 2022- 2023 LWHS Handbook Revisions

The purpose of this memo is to highlight the changes in the LWHS Handbook as follows:

<b>Page #</b>	<b>Current Language (If applicable.)</b>	<b>Proposed Change or Addition</b>
Cover	2021-2022	2022-2023
2		All names of personnel have been removed to just list phone extensions and titles
3	2021-2022 School Calendar	2022-2023 School Calendar
6	Should you have any questions that are not addressed in this handbook, contact your Principal Dan Wolfgram or the School Counselor.	Should you have any questions that are not addressed in this handbook, <b>contact the principal or the school counselor.</b>
7	Dan Wolfgram	(Left Intentionally blank)
15-16	2021-2022 Bell Schedules	2022-2023 Bell Schedules
35	Weapons	Weapons - <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
37 - 38	Grading	Grading - <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
40-43	GRADUATION REQUIREMENTS (Policy 5460)	GRADUATION REQUIREMENTS (Policy 5460) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
43-44	EARLY COLLEGE CREDIT PROGRAM	EARLY COLLEGE CREDIT PROGRAM <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
45	DIPLOMA DEFERRAL	DIPLOMA DEFERRAL <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
45	HOMEWORK (Policy 2330)	HOMEWORK (Policy 2330) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>

51-52	DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Policy 2430)	DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Policy 2430) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
53	The statement shall be submitted to the principal, Mr. Wolfgram, who serves as the School Attendance Officer and filed in the student's school record.	The statement shall be submitted to the principal, <del>Mr. Wolfgram</del> , who serves as the School Attendance Officer and filed in the student's school record.
53	STUDENT EMPLOYMENT (Policy 5895)	STUDENT EMPLOYMENT (Policy 5895) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
53-58	ATTENDANCE Policy 5855)	ATTENDANCE (Policy 5855) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
58-	<p><b>Honor Pass</b></p> <p>The Honor Pass is a program that has been designed collaboratively with staff and students that provides student choice and incentivize academics and positive behavior. The staff and students believe that this program helps to support the school's Positive Behavior Interventions and Supports (PBIS) program as well as prepare students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.</p> <p>Opportunity to leave campus during RtI (grades 11-12) – provided the student is not claimed by a teacher for an academic purpose, currently in a structured (RtI) program, or club meeting time.</p> <p>Opportunity to go to the gym, commons, or the student lounge in the library during RtI. (grades 7-12)</p> <p>Opportunity to meet with an instructor of their choice for enrichment, remediation, homework assistance or Advanced Placement (AP) classes.</p>	<p><b>Honor Pass</b></p> <p>The Honor Pass is a program that has been designed collaboratively with staff and students that provides for student choice, incentivizes academics, and reinforces positive behavior. The staff and students believe that this program prepares students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.</p> <p>Opportunity to leave campus during homeroom (grades 11 and 12) and study hall (grade 12) – provided the student is not claimed by a teacher for an academic purpose, or club meeting time.</p> <p><del>Opportunity to go to the gym, commons, or the student lounge in the library during RtI. (grades 7-12)</del></p> <p><del>Opportunity to meet with an instructor of their choice for enrichment, remediation, homework assistance or Advanced Placement (AP) classes.</del></p>

60	<p>If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.</p>	<p>The possession of any alcoholic substance.</p> <p>If a student records more than 15 tardies in a semester, the student shall serve a code of conduct violation.</p> <p>A student who is a multi-sport athlete during the same season will need to serve the suspension for each sport. A student serving a 25% suspension would have to serve 25% from their primary sport and 25% from their secondary sport.</p>
62		<p><b>Teen Intervene</b></p> <p>Any student, who has violated the student code under the umbrella of substance abuse, drugs, alcohol, or tobacco has the option to complete the Teen Intervene course through Sirona Recovery for a reduction in athletic suspension. The cost of the course is \$75.00 to be paid by the student. The student's guardians will submit in writing to the Athletic Director a request to complete this course within 5 days after receiving details of the violation. The program is designed to provide education, support, and guidance for teens and guardians. Upon completion of the course, all accredited information will be turned in to the Athletic Director and the suspension will be reduced by 1 game. In all cases, the suspension will not be reduced to zero games.</p>
63	<p>Athletes who earn an “F” at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate in 25% of the total games or appearances of that sport’s full season.</p>	<p>Athletes who earn an “F” at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate <b>until the grade is passing.</b></p>
76	<p>USE OF TOBACCO AND NICOTINE BY STUDENTS (Policy 5512</p>	<p>USE OF TOBACCO AND NICOTINE BY STUDENTS (Policy 5512) <b>ENTIRE</b></p>



		<b>SECTION UPDATED WITH NEW VERBIAGE</b>
76-85	Suspension and Expulsion (Policy 5610 and AG 5610)	Suspension and Expulsion (Policy 5610 and AG 5610)  <b>ENTRE SECTION UPDATED WITH NEW VERBIAGE</b>
86-87	Search and Seizure Policy 5723	Search and Seizure <b>5771</b> <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
90-92	SECTION V - TRANSPORTATION (Policy 8600 & AG 8600)	SECTION V - TRANSPORTATION (Policy 8600 & AG 8600) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>

The Little Wolf High School Student Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook (plan) will be brought back to the Board of Education for approval.

# Student Handbook

## 2022-2023



*Students choosing to excel; realizing their strengths.*

Little Wolf High School  
School District of Manawa  
515 E. Fourth Street  
Manawa, WI 54949

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

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

# **Little Wolf High School Student Handbook 2022-2023**



Dear Students and Parent/Guardians:

Welcome to the 2022-2023 school year. We are extremely excited about this school year. This handbook has been designed to help answer your questions about the procedures used in this district and specifically this building. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office.

- Principal (920) 596-5310
- Elementary Principal & Director of Special Education, (920) 596-5301
- Athletic Director (920) 596-5818
- School Counselor (920) 596-5802
- Administrative Assistant, (920) 596-5800
- Health & Attendance Paraprofessional (920) 596-5801
- Dean of Students, 920-596-5806

Board of Education Approval:  
Student Handbook adopted July 2022

# School District of Manawa 2022-2023 Calendar



JULY '22							AUGUST '22							SEPTEMBER '22							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	<del>5</del>	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23*	24	
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30					
31	July 4 Independence Day						Aug 19 New Teacher Orientation Aug 22, 24 Teacher In-Service Aug 23 All District Staff In-Service Aug 23 Back to School Night 3:30-6:30						Sept 1 First Day of School Sept 5 No School *Sept 23 Half Day AM *Sept 23 Teacher PLC PM 21 student days								
OCTOBER '22							NOVEMBER '22							DECEMBER '22							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5					1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14*	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	26	18	19	20	21	22	<del>23</del>	24	
23	24	25	26	27*	<del>28</del>	29	27	28	29	30	25	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	31				
30	31	*Oct 14 Half Day *Oct 14 Teacher PLC PM *Oct 27 Half Day & PT Conf 12:30-7:30 Oct 28 No School 20 student days						Nov 21-25 No School Nov 21 Teacher Inservice AM/PLC PM Nov 22 Teacher PLC 1st Quarter ends 11/4/2022 (45 days) 17 student days						Dec 23-30 No School 16 student days							
JANUARY '23							FEBRUARY '23							MARCH '23							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4					1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	11	
15	16	17	18	19	<del>20</del>	21	12	13	14	15	16	<del>17</del>	18	12	13	14	15	16	17	18	
22	<del>23</del>	24	25	26	27	28	19	<del>20</del>	21	22	23	24	25	19	20	21	22	23	24	25	
29	30	31	26	27	28	26	27	28	26	27	28	29	30	31							
Jan 20 & 23 No School Jan 20 Teacher Prep & Records Day Jan 23 Inservice AM/PLC PM Jan 26 PT Conf 3:30 - 7:30 2nd Quarter ends 1/19/2023 (43 days) 20 student days						Feb 17 & 20 No School Feb 17 Inservice AM/PLC PM Feb 20 Teacher In-Service 18 student days						March 2 PT Conf 3:30 - 7:30 March 6-10 No School 18 student days									
APRIL '23							MAY '23							JUNE '23							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5*	6					1	2	3	
2	3	4	5	<del>6</del>	<del>7</del>	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	<del>10</del>	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	<del>29</del>	30	31	25	26	27	28	29	30					
30	Apr 6-7 No School Apr 6 PLC Day Apr 10 No School / 1st Make-up Day 3rd Quarter ends 4/5/2023 (45 days) 17 student days						*May 5 Half Day *May 5 Teacher PLC PM May 27 Commencement May 29 No School 22 student days						June 8 Last Day of School - Half Day A.M. June 8 Teacher Half Day - Records P.M. 6 student days 4th Quarter 42 days								
176 student days / 188 teacher days							*Half day - ends at noon for students							Summer School June 12 - 30							
The first three snow days are not made up. In the event of a fourth snow day, April 10 will become a student day.																					

BOE Approved 02/28/2022

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

## **FOREWORD**

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

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after JULY 2022 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

### **MISSION OF THE SCHOOL - *Creating solid foundations for lifelong success***

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

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

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

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



support; and

I. the school lunch program and other school-sponsored food service programs.

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

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

Principal (920) 596-5310

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

If at any time during the investigation process the investigator determines that the complaint is properly defined as bullying because the conduct at issue is not based on a student's protected characteristics, the investigator shall transfer the investigation to the appropriate building principal.

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

Little Wolf High School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

### **Harassment Policy\***

*\*Parent/guardians and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment (Policy 5517) and Bullying (5517.01) available on the District website or by contacting the school's main office.*

### **Student Anti-Harassment - Summary of Board of Education Policy**

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

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

### **Definitions**

- Bullying (See the bullying policy immediately following this section)

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

**Reporting Procedures**

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

The reporting procedures are as follows:

1. Any student, parent/guardian of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or district compliance officer.
2. The reporting party shall be encouraged to use a report form (See Addendum A) available in each school main office, but oral reports shall be considered complaints as well.
3. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school’s building principal will designate one male and one female staff person (designated as Complaint Coordinators and Title IX Coordinator) to receive reports of harassment prohibited by this policy.

**Confidentiality**

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

**Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonable calculated to stop the harassment and prevent further such harassment. A violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension /expulsion of a student. All disciplinary action will be taken in accordance with applicable law and the ages and maturity levels of the students.

**Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation is prohibited.

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

## **Bullying (Policy 5517.01)**

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

### **Definitions**

#### **“Bullying”**

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

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

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

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

Cyberbullying includes, but is not limited to the following:

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

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy [5517](#) – Student Anti-Harassment.

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

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

For a definition of hazing and instances that could possibly be construed as hazing, consult Policy [5516](#).

### **Complaint Procedures**

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

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

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

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

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

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

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

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

### **Retaliation**

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

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

### **Privacy/Confidentiality**

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

### **Notification**

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

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

### **Records and Reports**

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

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

### **Education and Training**

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

## **SEXUAL HARASSMENT**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

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

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

- A. unwelcome verbal harassment or abuse;

- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephones calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.

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

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

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

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



18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior:

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

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

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

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

### **SECTION 504/ADA COMPLAINT**

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

Janine Connolly  
School Counselor, (920) 596-5802  
[jconnolly@manawaschools.org](mailto:jconnolly@manawaschools.org)

The complaint procedure is available in the school office.

# **BELL SCHEDULES**

## **LITTLE WOLF HIGH SCHOOL BELL SCHEDULE**

**Warning Bell: 7:50**

### **High School**

<b>1st</b>	<b>7:55-8:40</b>
<b>2nd</b>	<b>8:44-9:29</b>
<b>3rd</b>	<b>9:33-10:18</b>
<b>4th</b>	<b>10:22-11:07</b>
<b>5th</b>	<b>11:11-11:56</b>
<b>Lunch</b>	<b>11:56-12:26</b>
<b>HR</b>	<b>12:30-12:50</b>
<b>6th</b>	<b>12:54-1:39</b>
<b>7th</b>	<b>1:43-2:27</b>
<b>8th</b>	<b>2:31-3:15</b>

## **EARLY RELEASE ½ DAY BELL SCHEDULE**

**Warning Bell 7:50 High School**

### **High School**

**1st 7:55-8:20**

**2nd 8:24-8:49**

**3rd 8:53-9:18**

**4th 9:22-9:47**

**5th 9:51-10:16**

**6th 10:20-10:45**

**7th 10:49-11:15**

**8th 11:19-11:45**

**Lunch 11:45-12:15**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

- Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parent/guardians in their educational program.

## **STUDENT WELL-BEING**

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

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

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

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

## **HOMEBOUND INSTRUCTION**

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

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

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

Students who are new to Little Wolf High School are required to enroll with their parent or legal guardian unless eighteen (18). When enrolling, the parents/guardians will need to bring:

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

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

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

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (Policy 5101.01)

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parent/guardians, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent/guardian and are expected to follow all School rules.

### **SCHEDULING AND ASSIGNMENT**

Schedules are mailed out with the registration packet or upon enrolling. Schedules are also available through Skyward. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Student requests for schedule changes should be made within the first week of class. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **EARLY DISMISSAL**

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

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

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

## **OPEN ENROLLMENT**

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

## **WITHDRAWAL FROM SCHOOL**

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

## **IMMUNIZATIONS**

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

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

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

## **EMERGENCY MEDICAL AUTHORIZATION**

Per Board Administrative Guidelines (AG5330), every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent/guardian at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

## **ADMINISTRATION OF MEDICATIONS**

For purposes of this guideline:

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

Nonprescription drug products include cough drops that contain active ingredients. These cough drops must be handled in the same manner as aspirin, Advil and Tylenol.

If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

### **Prescribed Medications**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

### **USE OF NONPRESCRIBED (DRUG PRODUCTS)**

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

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

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

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

#### **HEAD LICE (Policy 8451)**

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

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES (AG8450)**

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

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

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

#### **DIRECT CONTACT COMMUNICABLE DISEASES (AG8453.01)**

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

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

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

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

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

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact Danielle Brauer (920) 596-5700.

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

### **STUDENT RECORDS (Policy 8330)**

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

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

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

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

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

## **Address Confidentiality Program**

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

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

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

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

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

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

The Board authorizes the administration to:

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

consideration;

- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

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

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

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

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

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

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

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

### **DIRECTORY INFORMATION**

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

- A. a student's name;
- B. photograph;

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

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

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

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

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

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

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

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

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

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing



educational products or services for, or to, students or educational institutions, such as the following:

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

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

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

The District Administrator shall also develop procedural guidelines for:

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

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

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

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Furthermore, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior

authorization from the Board. In addition, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

### **STUDENT FEES, FINES, AND CHARGES**

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

#### **HIGH SCHOOL FEES**

<b>FEES FOR EVERY STUDENT</b>	
<b>*District Fee</b>	<b>\$20.00</b>
<b>Junior Class</b>	<b>\$10.00</b>
<b>Sophomore Class</b>	<b>\$ 5.00</b>
<b>Freshman Class</b>	<b>\$ 5.00</b>

**\*If a family qualifies for free or reduced-price breakfast/lunch, the district fee is waived.**

<b>Student Parking Permits: New permit required each school year.</b>	<b>Required for all vehicles parked in the student parking lot</b>	<b>\$10.00</b>
<b>Snowmobile Parking Permits: New permit required each school year.</b>	<b>Required for all snowmobiles parked on school property (snowmobiles must be registered with the DNR and helmets must be D.O.T. approved).</b>	<b>\$ 5.00</b>

<b>OPTIONAL FEES</b>		
	<b>Student Athletic Pass</b>	<b>\$ 5.00</b>
	<b>Yearbook</b>	<b>\$50.00 - \$60.00</b>
<b>Sports Fees</b>	<b>Student Max \$75 / Family Max \$150</b>	<b>\$30/sport</b>

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

### **STUDENT FUND-RAISING (AG5830)**

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

In any fund-raising activity involving students, the following conditions must be met:

- A. Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.
- D. No student of any age may participate in off-District fund-raising activities without proper supervision by approved staff or other adults.
- E. In accordance with Board policy, each fund-raising activity must be approved by the Board of Education.
- F. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resaleable can be returned for full credit. The District will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- G. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for as per District procedures.

Monies collected from approved fund-raising activities must be stored in the school safe and deposited into the appropriate account(s) through the District business office on a weekly basis.

- H. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- I. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ....", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.

### **STUDENT VALUABLES**

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

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to review any instructional materials including those related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. For additional information please see (Policy 9130, 2414, and AG9130)

## **MEAL SERVICE**

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

**ONLY students in grades 9-12 who have met the criteria for an Honor Pass will be allowed to leave campus for lunch.**

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

## **FIRE AND TORNADO DRILLS**

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

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

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

## **EMERGENCY CLOSINGS AND DELAYS**

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

WDUX ---Waupaca 92.7  
WBAY-CH 2  
WSAW-CH 7  
NBC 26

WFRV-CH 5  
WLUK-CH 11

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

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

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request. (Policy 8405, 8431, 8431.01)

## **VISITORS**

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

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

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

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian/library aide. Books and periodicals (*not the most recent issue*) on the shelves may be checked out for a period of three weeks. To check out any other materials, contact the librarian/library aide. To avoid fees, all materials checked out of the library must be returned to the library by the end of each term.

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

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

## **LOST AND FOUND**

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

## **STUDENT SALES**

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

## **USE OF SCHOOL TELEPHONES**

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

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to

leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

**SCHOOL DISTRICT OF MANAWA**  
**PERSONAL COMMUNICATION DEVICES (Policy 5136)**

Electronic Communication Device Policy

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

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

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

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

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

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

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

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

#### **WEAPONS (Policy 5772)**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object that, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by the Board as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education and Archery Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition are never be approved); and
- C. theatrical props used in appropriate settings with the approval of the building principal.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

#### **ADVERTISING OUTSIDE ACTIVITIES**

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

The school has a central bulletin board located across from the main office which may be used for posting notices after receiving permission from the principal.

#### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

### SAFETY AND SECURITY

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

### LUNCH PROGRAM

#### Hot Lunch & Breakfast Prices for 2022-2023 School Year:

<b>Hot Lunch (Per Day)</b>	
High School	\$3.00
<b>Breakfast (Per Day)</b>	
High School	\$1.50
<b>Milk (Per Day) *</b>	\$.40

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

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

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

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

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

### **GRADING (Policy 5421)**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level.

The Board directs the District Administrator to develop procedures for grading in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity which:

- A. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provide for a pass/fail grade in programs where appropriate;
- E. provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should be subject to continual review by staff. Revisions shall be made only when changes will assure a more valid or reliable or clearer system of grading.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's consent unless overruled by the District Administrator.

The school uses the following grading system:

#### **Grades 6-12 (AG 5421A)**

Reporting in these grades will be by report card using the following marking system:

A	94.50-100
A-	91.50-94.49
B+	88.50-91.49
B	85.50-88.49
B-	82.50-85.49

C+	79.50-82.49
C	76.50-79.49
C-	73.50-76.49
D+	70.50-73.49
D	67.50-70.49
D-	64.50-67.49
F	0-64.49

The final grade is calculated to two decimal places using standard rounding rules. The grade is rounded up if the decimal is 0.50 or above. The grade is rounded down if the grade is below 0.50.

**Marking System:**

- (A) Excellent
- (B) Good
- (C) Average
- (D) Below Average
- (F) Failure
- (I) Incomplete
- (W) Withdrew

If a student receives an “F” in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an “F” in a course that is part of a sequence must repeat and pass that course to continue in the sequence. (I) Incomplete: When a student’s work is not completed by the end of the quarter due to the student’s absence from school, he/she receives an “I”. This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the “I” becomes an “F”. (W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F, unless, granted administrative exception. The principal, in collaboration with all teachers at a grade or of a particular course, shall develop an explanation of the criteria and standards that will be used to qualify a student to be graded excellent, good, average, below average, or failing.

The explanation may not make use of normative (bell-curve) standards.

**General Considerations**

Students will receive one grade per subject at the end of each grading cycle. These grading criteria and standards shall be approved by the District Administrator prior to the start of the school year.

To ensure consistency, all teachers at the grade or course level shall use the same criteria/standards in grading their students.

Each principal shall send a copy of these grading criteria/standards to all parents of children in these grades (or courses) prior to the first day of school and shall ensure that they are the basis for discussion and decision-making at all parent conferences.

**GRADE POINT AVERAGE**

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

### **LAUDE SYSTEM**

The Laude System replaces the class rank system. It allows us to recognize and encourage students to take appropriate courses that will better prepare them for the future. This system is a point-based system that gets combined with a student's GPA, under our normal grading scale. This system rewards a student for **completing** designated rigorous courses and will earn the student honor points.

To qualify for Cum Laude or Higher: The student must minimally have a 3.4 cumulative grade point average and have earned a minimum of 4 Laude points. Once students meet these requirements they will earn one of the following distinctions:

**Cum Laude** (With honor/distinction), 4 – 17.49 honor points

**Magna Cum Laude** (With great honor/distinction), 17.5 – 28.79 honor points

**Summa Cum Laude** (With highest honor/distinction), 28.8 honor points or more

*\*Academic Excellence Scholarship: Refer to language spelled out in Board Policy 5451.01*

### **GRADING PERIODS**

Report Cards: At the end of each semester, students receive report cards containing their final semester grades in all of their courses. The grades on the semester report card become a part of each student's permanent record.

At the end of the nine-week period a report card indicating quarterly grades is issued. This quarterly grade is a progress report to give students, parent/guardians, and the counselor an idea of the student's work at that point. The quarterly grade is not an official grade. It does not appear on any official record and in no way affects credits, average, or rank in class.

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

### **PROMOTION, PLACEMENT, AND RETENTION**

#### **High School Level**

Student placement criteria are as follows:

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

#### **Remediation Opportunities**

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents/guardians of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students, with the support of their parents/guardians, can take full advantage of Response to Intervention/Instruction (Rtl) time, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion. Students' progress in meeting grade-level criteria will be monitored using universal screeners. Please refer to the School District of Manawa Response to Intervention (Rtl) Plan for further information. This document can be found on the school webpage.

The following number of earned credits designates the grade in which the student will be registered:

- Freshman 0 to 5 Credits
- Sophomore 7 Credits to 12 Credits
- Junior 13 Credits to 18 Credits
- Senior 19 Credits or more

### **GRADUATION REQUIREMENTS (Policy 5460)**

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.

(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/Truancy 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.

### **EARLY COLLEGE CREDIT PROGRAM (Policy 2271)**

The Board recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.

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.

The District Administrator shall establish administrative guidelines to ensure that the District's Early College Credit Program comports with applicable State law and the administrative rules of the Department of Public Instruction. The District Administrator shall also ensure that all students enrolled in the District in the 8th, 9th, 10th, and 11th grades are provided with information regarding the Program by October 1st each year.

### **START COLLEGE NOW PROGRAM (Policy 2271.01)**

The District will permit resident high school students who have completed the 10<sup>th</sup> grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent. Students must request such attendance from the student's resident School District if attending the District as a non-resident.

### **General Eligibility Criteria for Students that Have Completed the 10<sup>th</sup> Grade:**

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. must be in good academic standing;
- B. must provide written notification to the Board of the School District in which the student resides of his/her intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. must not be identified as a child-at-risk, pursuant to Policy 5461;
- D. must not be ineligible for participation for having failed a previous class under either this program or the Early College Credit Program (Policy 2271) and failing to reimburse the Board for any costs the student is required to pay; and
- E. must be admitted to the technical college for attendance.

### **Undue Financial Hardship**

The Board may prohibit a student's attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

### **Tuition Payments for Technical College Attendance**

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. The student has already completed eighteen (18) postsecondary semester credits.

### **Transportation Expenses**

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

### **Reimbursement for Course Failing Grade**

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the Board has made payment, the student's parent or guardian, or the student if s/he is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District constitutes a failing grade for a course taken at a technical college under this section.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics,

athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Department.

### **Honor Roll**

**High Honor** 4.00    **Honor** 3.50 – 3.99    **Honorable Mention** 3.00 – 3.49

### **ATHLETIC AWARDS**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

### **DIPLOMA DEFERRAL (Policy 5460.01)**

Social graduation is an opportunity for students with individualized education programs ("IEPs") to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having his/her name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation. For more information, please see Policy (5460.01)

### **HOMEWORK (Policy 2330)**

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to, and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared or practiced outside of the school or independently while in attendance at school. The Board of Education acknowledges that when used effectively as an extension of learning goals, homework has a variety of purposes:

- A. provide an opportunities to practice concepts and ideas already taught;
- B. reinforce skills by providing necessary practice;
- C. help students acquire a deeper and broader understanding of subject matter;
- D. acquaint parents with what their children are learning in school and invite their help as appropriate;
- E. allow students to pursue special interests;
- F. assist students in developing good study and work habits and responsibility toward learning;
- G. help students become resourceful and work independently;
- H. create a partnership between teacher-child-parent.

For more information, please see Policy (2330)

## **CREDIT RECOVERY**

Little Wolf High School does offer credit recovery through the alternative education program (Phoenix program.) This program utilizes Plato Courseware. This standards-based online learning program assists students achieve their **GED Option #2 (GEDO #2)**. Wisconsin law states that a school board may grant a high school diploma to a pupil who has not satisfied the credit requirements if:

1. The student was enrolled in an alternative education program
2. The school board determines that the pupil has demonstrated a level of proficiency in the subjects for which credits are required equivalent to that which they would have attained if they had satisfied the credit requirements

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (Policy 7540.03)**

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

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

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

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

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them),

access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

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

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

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

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

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

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

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

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

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

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

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

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement or acknowledging during the annual student registration process they will abide by the terms and conditions of this policy and its accompanying guidelines.

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

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

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

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

### **SYNCHRONOUS EDUCATION – STUDENT ACCOUNTABILITY AND CONDUCT (Policy 5500.01)**

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

Synchronous Instruction Accountability and Internet Safety



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

- The District's Acceptable Use policy applies to all students participating in the District's virtual educational programs and online class activities.
- Use only one (1) username and password.
- Use an appropriate profile picture for any virtual accounts.
- Do not share your username or password with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student's ability to access virtual instruction or disclose anyone's password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District's virtual instruction resources for any illegal activities.
- Do not use District virtual instruction resources to send unsolicited electronic-mail messages not pertaining to class (e.g., SPAM).
- Do not use the District's virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not share classroom/small group video or classroom/small group recorded video with third parties (parent(s)/guardian(s) and siblings, excluded) – This includes private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the Internet.

### Conduct During Synchronous Instruction

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

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

- o material that is defamatory or intended to annoy, intimidate, or bully others.

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

### **STUDENT ASSESSMENT (Policy 2623)**

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop and present to the Board annually a program of testing and assessment that includes:

- A. State-required tests;
- B. curriculum-based written and oral examinations that include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- C. assessment tests.

The Board requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

### **Parental Opt Out of Assessments (students)**

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal or District Assessment Coordinator stating that the parent is opting out of the examination(s).

## **DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Policy 2430)**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are related to the District's curriculum and/or mission.

The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, District-sponsored activities are typically those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit; or
- E. the subject matter is of interest to students and aligns with the District's goals and mission.

No activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with competitive extra-curricular activities/athletics (not directly related to courses of study), may be conducted on-or-off-school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

Non-District sponsored, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No non-district-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

In addition to the eligibility requirements established by the Wisconsin Interscholastic Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student must meet the criteria established in the Activities Code.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The District Administrator shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

To remain a member of a District-established student group or national organization such as the National Honor Society, a student must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

A complete list of clubs and activities can be found on the SDM Webpage: [SDM District Sponsored Clubs and Activities](#)

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

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

### **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

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

### **ATHLETICS**

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (920) 596-5831.

Basketball	Softball	Wrestling	Baseball
Cross Country	Football	Track	Golf
Volleyball			

### **STUDENT EMPLOYMENT (Policy 5895)**

The Board believes that attendance at school, full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The Board also recognizes the value and in some instances the necessity of students' pursuit of employment opportunities. The Board supports these student efforts provided that they do not interfere with or adversely impact a students' ability to fully participate in the educational programming offered to the student.

Unless exempted by law or by temporary order due to emergency circumstances, no student under the age of sixteen (16) may be employed without a permit issued by the State and may not work in excess of prescribed hours per day or week, or later than a particular time.

If a student works while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities, particularly where such work requires dismissal from school during instructional time periods. Any school staff who becomes aware of a student working in excess of permitted hours or later than permitted times shall notify the building administration who shall contact the student's parents.

### **Permit Officer**

Consistent with the authority provided to the Board by the State of Wisconsin Department of Workforce Development, the District will serve as a permit officer for the purpose of issuing permits for the employment of minors. The Board designates the secondary school secretary to serve as the permit officer.

The Permit Officer shall manage the issuance of student work permits consistent with the requirements of state law, specifically, to issue work permits to minors who provide appropriate supporting documentation establishing the requirements for the issuance of a permit. The Permit Officer shall maintain all records associated with the permit issuance process.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE (Policy 5855)**

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 required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent 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 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 upon failure 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.

### **Students Leaving School During the School Day**

**Closed Campus:** Little Wolf H.S operates under a closed campus policy. Students who meet the criteria for the Honor Pass, may leave at lunch (grades 9-12) and RtI (grades 11-12).

#### **Honor Pass**

The Honor Pass is a program that has been designed collaboratively with staff and students that provides for student choice, incentivizes academics, and reinforces positive behavior. The staff and students believe that this program prepares students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.

#### **Qualifications:**

- GPA of 3.25 or higher
- Completed Application Form
- Teacher recommendations
- Parental approval

#### **Privileges:**

- Open campus lunch for students (9-12).

- Opportunity to leave campus during homeroom (grades 11 and 12) and study hall (grade 12) – provided the student is not claimed by a teacher for an academic purpose, or club meeting time.

### **Honor Pass Revocation**

Honor Passes can be revoked by any School District of Manawa staff member for the following reasons listed below. Parents and the police also have the option of revoking the privilege by contacting the school.

- Failing grades
- Ten tardies
- Three Discipline Referrals
- Parental request

Administrative discretion may be used for honor pass appeals and reapplication procedures.

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parent/guardians.

No student will be released to any government agency without proper warrant or written parent/guardian permission except in the event of an emergency as determined by principal.

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

### **TARDINESS**

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. High School/Middle School. All students who are tardy to school must report to the principal's office to sign in.
- d. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

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

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

On the day of an event, students must attend school or be pre-excused from school by a parent/guardian for admission into an athletic/nonathletic activity. Final decision to be rendered by the administration. (Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)

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

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

### **CODE OF CONDUCT**

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

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

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.
- Purchase use or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- The possession of any alcoholic substance.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed, or offered.
- Being in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave the premises the moment they become aware of others illegally possessing and/or using alcohol or controlled substances, even if the student is not consuming or using the illegal substances.
- If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.
- If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

### **Violation of Training Rules**

**Athletic Activities:**

- An athlete who is charged with a violation of training rules or any W.I.A.A. regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

**Athletic & Non-Athletic Activities:**

- A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
  - a. The student/athlete admits the conduct constituting a violation
  - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
- The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

**Penalties for Violation of Co-Curricular Activities Rules**

**Athletic Activities**

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades six through twelve. Code of conduct violations will stay with incoming freshman from the Middle School until the entirety of the suspension is fulfilled. Once a middle school infraction is fulfilled, future infractions as a high school student will be treated as a first offense.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.
- A student who is a multi-sport athlete during the same season will need to serve the suspension for each sport. A student serving a 25% suspension would have to serve 25% from their primary sport and 25% from their secondary sport.

Listed below is the number of contests students would have to sit out if they violated the co-curricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation, fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					

*25%	1	1	1	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fractions of percentages have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.
- Teams that automatically qualify for Regional competition are counted in the total number of competitions.

**Completion of Suspension**

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

**Non-Athletic Activities**

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

**Athletic & Non-Athletic Activities**

- Any student, who in good faith, refer themselves or parents/guardians who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

**Teen Intervene**

- Any student, who has violated the student code under the umbrella of substance abuse, drugs, alcohol, or tobacco has the option to complete the Teen Intervene course through Sirona Recovery for a reduction in athletic suspension. The cost of the course is \$75.00 to be paid by the student. The student's guardians will submit in writing to the Athletic Director a request to complete this course within 5 days after receiving details of the violation. The program is designed to provide education, support, and guidance for teens and guardians. Upon completion of the course, all accredited information will be turned in to the Athletic Director and the suspension will be reduced by 1 game. In all cases, the suspension will not be reduced to zero games.

**Appeal Procedure**

- The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for

academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes or suspend the enforcement of the suspension. All decisions rendered by the appeal board are considered final.

### **Sportsmanship**

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

### **Membership**

As stated in the WIAA High School Handbook – Article VII – Health and Behavior/Compliance:  
Section 1 – Required Documentation

- A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
- 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
  - 2) Acknowledgement of receiving the WIAA rules of Eligibility.
  - 3) Current physical exam form to participate in sports or alternate year card
  - 4) Sports fee paid or fee waive turned into school office.
  - 5) Concussion information sheet must be obtained by athletic director.

Section 2 – Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.
- B. Physical examinations are good for two years from the date the physical was given.
- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings – “hole in one win a car”**
  - Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend other arrangements must be made.

### **Academic Eligibility**

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- Athletes who earn an “F” at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is



unable to raise the grade to passing, the athlete will be ineligible to participate until the grade is passing. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.

- Athletes who receive one “F” at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive two “F’s” at the conclusion of a nine-week grading period will be ineligible to participate in 50% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive three or more “F’s” during a nine-week grading period will be ineligible to participate in all games or appearances of that sport for the entire 9 week grading period. This does not prohibit an athlete from practicing or assisting with the activity, with the coach’s approval. If the athlete is in mid-season, the consequence will move forward into the next athletic season to fulfill the 9-week rule. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- An athlete who is enrolled in any state-approved Exceptional Educational Needs program, and who receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- Athletes who attend summer school for remediation, must receive the grade of “pass” to be eligible for any failure infraction and penalty. See the rules stated above as they apply.

#### **Attendance: (Athletic & Non-Athletic Activities)**

**Student Athletes must attend a full school day to participate in athletics that evening or provide an excuse from a doctor or have prior administrative approval. School-related absences do not apply. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor’s excuse.**

- **(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)**
- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.

**Students may not compete, perform, practice or attend on days of an out-of-school suspension.**

- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all practices and be non-participants during the time of their suspension.

**Travel and Conduct on Trips**

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
  - Show appropriate respect for all adults and authority figures.
  - Show courteous and well-mannered behavior.
  - Show appropriate sportsmanship at all times.
2. It is the student/athlete's responsibility to represent our school and community in a positive manner.
3. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
4. A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
5. If no prior approval, permission by a parent/guardian/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule five (5).

**Injuries, Accident Reports and Insurance Coverage**

1. The school has purchased a group insurance policy, but it will not cover any interscholastic sports injuries. If a parent would like to purchase a voluntary interscholastic athletic insurance plan that would be available at the school offices upon request.
2. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the high school office.
3. It is the policy of W.I.A.A. and the School District of Manawa to have a medical release from a medical physician following any severe injury.
4. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions).

**Care of Equipment**

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.
3. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge on the team equipment turn-in day or within two weeks of the final competition or practice. Bills for missing equipment will be sent out one week after the team equipment turn-in day. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
4. A student/athlete will not participate in another activity until all equipment is returned and fines have been paid.
5. A student/athlete will not receive any “end of the season” awards until all equipment is returned and fines have been paid.

#### **Practice, Competition, Contests (Athletic & Non-Athletic Activities)**

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director’s discretion.
3. All athletes/members and/or parent/guardians/guardians are asked to give each coach and/or advisor **a 24-hour courtesy time limit** prior to discussing an issue or concern following an event.

#### **Changing a Sport/Activity**

A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

#### **Multi-Sport Participation**

The Multi-Sport Participation Policy allows students to participate in two (2) sports/organizations during the same season, regardless if the sports are individual or team-oriented. If a student desires to participate in multiple sports during the school year, they must do the following prior to the start of any season:

1. Submit a completed contract to the Athletic Director prior to the first scheduled contest. This form includes:
  - Permission from his/her parent or guardian to compete in multiple sports in the same season.
  - Declaration by the student of the priority sport for tournaments in the event of scheduling conflicts.
  - Approval by the Head Coach(s) of each sport.

- Signature of student's agreement to coordinate the practice/contest schedule for the season in coordination with the coaches.
  - Signature of the Athletic Director.
2. The athlete must participate in at least one regular season event in the secondary sport so that they are eligible to participate in the conference tournament in that sport.
  3. The Athletic Director will share the list of multi-sport athletes with the Central Wisconsin Conference Commissioner and the other CWC Athletic Directors prior to the start of each season.

It is the goal of the Athletic Department to have continuous communication between student athletes, coaching staff, and the Athletic Department to avoid putting athletes in difficult situations.

If a student quits a primary sport, the student will need consent from both coaches to participate in any of the secondary sports from that point forward that season. If a student quits a secondary sport, the student will only be able to participate in the primary sport from that point forward that season.

The following Multi- Sport Priorities have been established for the benefit of all athletes:

1. Games come before practices.
2. Tournaments come before games.
3. Districts come before games and tournaments.
4. State comes before all else.

#### **Athletic Awards (Athletic Activities)**

1. A letter "M" and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.
2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.
3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.
4. All awards will be received and displayed with honor, pride and dignity.
5. Any "M" which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.
6. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc.) or honors during the season in which the code violation was committed and/or served.

#### **Pre-Season Meeting**

Portions of this Student Handbook shall be presented to each student during a mandatory pre-season meeting and/or the first day that he/she reports for a co-curricular activity. A physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at this time as well. The original signed form for the Student Handbook, physical

card, Concussion Form, and Emergency Form shall be kept on file in the High School office. The Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

**Parent/Guardian Involvement**

Parent/guardian attendance at pre-season meetings is required and involvement throughout the season is encouraged. If a parent/guardian cannot attend they are required to check view the presentation either on DVD or online if available.

**ATHLETIC CO-CURRICULAR ACTIVITY FEES  
2022-2023**

Following is the list of Athletic Co-Curricular Activities and their fees for the High School:

Baseball	\$30.00
Basketball (Girls & Boys)	\$30.00
Cross Country (Girls & Boys)	\$30.00
Football	\$30.00
Golf (Girls & Boys)	\$30.00
Softball	\$30.00
Track (Girls & Boys)	\$30.00
Volleyball	\$30.00
Wrestling	\$30.00
<b>Maximum per High School student</b>	<b>\$75.00 per year</b>
<b>Maximum per family (Middle School and High School)</b>	<b>\$150.00 per year</b>

Fees are to be made payable to Little Wolf High School.

**DRESS AND GROOMING (Policy 5511)**

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

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

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;

- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

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

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

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

Expressive dress may not be protected speech if it involves:

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

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

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

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

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

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, strapless, or off the shoulder garments worn.
- Hats, caps, headwear, jackets/coats, bulky outerwear, large chains, jewelry with sharp objects, low riding pants, hoods, etc., are not allowed to be worn in the school.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

4. Would I interview for a job in this outfit? (Yes)
5. Am I dressed appropriately for the weather? (Yes)
6. Do I feel comfortable with my appearance? (Yes)

Reporting Concerns:

Anyone in violation will be sent to the office.

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

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

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

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

### **CARE OF PROPERTY**

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

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

### **STUDENT CODE OF CLASSROOM CONDUCT (POLICY 5500)**

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

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

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

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

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

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

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

## **STUDENT CODE OF CLASSROOM CONDUCT (AG 5500)**

### **Introduction**

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

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of Classroom Conduct was developed in consultation with a committee of School District residents consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board.

The Code of Classroom Conduct will be reviewed annually by the Board.

### **Grounds for Removal of a Student From Class**

Generally, standards for student conduct throughout the schools of the District should be the same. However, each school is expected to specify particular rules and procedures suited to the specific needs of the school.

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint, and understanding applied to any difficult situation will go furthest in resolving such matters. However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a



longer period of time within the discretion of the building Principal. A student removed from class may also be placed in an alternative education setting.

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

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

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive or unruly;

Such behavior includes, but is not limited to the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.

13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.

D. interferes with the ability of the teacher to teach effectively;

Such conduct includes, but is not limited to, the following:

1. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.

E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;

F. is inconsistent with class decorum and the ability of others to learn.

Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

#### **Procedure For Student Removal From Class**

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

The Principal should give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

#### **Student Placement**

The Principal shall place the student, who has been removed from a class by a teacher, in one (1) of the following alternative educational settings:

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

When making the placement decision, the Principal should consider all relevant factors including, but not limited to, the following:

- A. the reason the student was removed from class;
- B. the severity of the offense;

- C. the type of placement options available;
- D. the estimated length of the placement;
- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions such as suspension or expulsion.

The Principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures.

### **Parent Notification Procedures**

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

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

### **Recordkeeping**

A record of a student's misconduct as well as disciplinary actions, suspensions and expulsions are to be made a part of the student's permanent record.

### **Students With Disabilities**

A student with a disability under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under law. Where this Administrative Guideline conflicts with State or Federal law, the law shall govern.

### **Definitions**

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

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

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extra-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

### **Non-Discrimination**

The District will not discriminate in standards and rules of behavior, or disciplinary measures, including suspension and expulsion, on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights law (hereinafter referred to as "Protected Characteristics").

### **Parental and Student Notification**

The District shall provide students and parents with a copy of the Student Code of Classroom Conduct at the beginning of each school year.

## **OTHER FORMS OF DISCIPLINE**

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

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

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- Lunch-time & after-school detention;
- In-school restriction
- Possible use of Saturday School – Saturday morning detention

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation.

**In-School Suspension** - The following rules shall apply to In-School Suspension.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cell phones, personal gaming/music devices, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

## **DRUG PREVENTION (Policy 5530)**

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As educational institutions of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

- For purposes of this policy, "drugs" shall mean:
- All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals that release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes": Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

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

#### **USE OF TOBACCO AND NICOTINE BY STUDENTS (Policy 5512)**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

#### **Exceptions**

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

## **Policy Specific Definitions**

The term “any time” means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term “imitation tobacco product” means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term “off-campus, school-sponsored event” means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. “Smoking” also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

## **SUSPENSION AND EXPULSION (Policy 5610 and AG5610)**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

## **SUSPENSION**

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., that include, but are not limited to: noncompliance with school rules or Board rules; 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; 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; 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; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator 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 parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. 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 the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, to discuss removing from the student's records. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

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.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

## **EXPULSION**

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. 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. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to

deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, 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 School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and 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. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

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.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.



An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

## 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.

**SEARCH AND SEIZURE (Policy 5723)**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property (e.g. desks and lockers) used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

**School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and proprietary control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, and/or building principals, as well as others designated by the District Administrator



## **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure. The Board directs that no student be searched without reasonable suspicion that the search will turn up evidence of either school or law violation. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact a police officer to conduct the search under the administrator's direction. If an officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials thus justifying the expertise of law enforcement. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

## **Parking Permit Required**

Any vehicle permit issuance carries with it consent to search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the free-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

## **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.

- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is under the aegis of the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independently of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search that constitutes evidence of a violation of a particular law or school rule or that endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

#### **STUDENT'S RIGHTS OF EXPRESSION (AG 5723)**

In accordance with Board of Education Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

- A. is obscene to minors;
- B. is libelous;
- C. is pervasively indecent or vulgar;
- D. advertises any product or service not permitted to minors by law;
- E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- F. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

#### **Procedures**

Any student wishing to distribute or display non-school material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

- A. name of the student or organization
- B. date(s) and time(s) of day of intended display or distribution
- C. location where material will be displayed or distributed

D. the grade(s) of students to whom the display or distribution is intended

The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place, and manner restrictions listed below. If permission to distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Permission to distribute or display material does not imply approval of its contents by either the School, the administration of the School, or the Board.

The student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution/display of the written material is appropriate.

### **Time, Place, and Manner of Distribution or Display**

The distribution or display of written material shall be limited to a reasonable time, place, and manner as follows:

- A. No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
- B. No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

### **Definitions**

The following definitions shall apply:

- A. "Obscene to minors" is defined as:
  - 1. the average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors;
  - 2. the material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
  - 3. the material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- B. "Minor" means any person under eighteen (18) years of age.

### **Disciplinary Action**

Distribution or display by any student of non-school-sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in AG 5600 and/or AG 5610.

Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

## **STUDENT SUGGESTIONS AND COMPLAINTS**

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

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

## **SECTION V - TRANSPORTATION (Policy 8600 & AG 8600)**

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The Board authorizes the District Administrator to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

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. 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.

### **PENALTIES FOR INFRACTIONS**

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

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

- Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent/guardians assume full responsibility for any transportation to and from School not officially provided by the school.
- The following rules shall apply.
- Parking lot speed limit is 5 mph.
- **STUDENT PARKING LOT PERMIT: \$10.00**  
A new car/truck permit is required every year. It must be displayed behind the rear-view mirror. Police patrol the parking lot. Students failing to display their parking permit will be fined.
- **SNOWMOBILE PERMIT \$ 5.00**

A new snowmobile permit is required every year. It must be displayed on the side of the snowmobile visible for the police to see. There will be a fine for students not displaying the snowmobile permit.

- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parent/guardians and approved by the Principal.
- No other students can be driven to a school-sponsored activity by the approved student driver without a note from parent/guardians of passenger students granting permission and approval by the Principal.

## **Addendum A**

### **SCHOOL DISTRICT OF MANAWA**

HARASSMENT COMPLAINT FORM (Attach additional sheets if necessary)

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

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

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

Parent/guardian

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

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

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

\_\_\_\_\_

\_\_\_\_\_

What was your reaction or what action did you take?

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

**Please review the attached student information, read this page carefully then sign at the bottom.**



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

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

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

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

**My signature at the bottom of this form gives consent as stated above.**

**2022 – 2023 Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement:**

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



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

**Parent and/or Guardian Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_



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

To: Dr. Melanie J. Oppor, Manawa Board of Education  
 From: Dan Wolfgram  
 Date: 6/3/2022  
 Re: 2022- 2023 MMS Handbook Revisions

The purpose of this memo is to highlight the changes in the LWHS Handbook as follows:

<b>Page #</b>	<b>Current Language (If applicable.)</b>	<b>Proposed Change or Addition</b>
Cover	2021-2022	2022-2023
2		All names of personnel have been removed to just list phone extensions and titles
3	2021-2022 School Calendar	2022-2023 School Calendar
6	Should you have any questions that are not addressed in this handbook, contact your Principal Dan Wolfgram or the School Counselor.	Should you have any questions that are not addressed in this handbook, <b>contact the principal or the school counselor.</b>
7	Dan Wolfgram	(Left Intentionally blank)
15-16	2021-2022 Bell Schedules	2022-2023 Bell Schedules
33-34	STUDENT FUND-RAISING (AG5830)	STUDENT FUND-RAISING (AG5830) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
38-39	Weapons	Weapons - <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
41-43	Grading	Grading - <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
44	HOMEWORK (Policy 2330)	HOMEWORK (Policy 2330) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
50-51	DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Policy 2430)	DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Policy 2430) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
53-58	ATTENDANCE Policy 5855)	ATTENDANCE (Policy 5855) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>

57	<b>Honor Pass</b>	<del>Honor Pass:</del> Due to the elimination of RtI at the end of the day MS students no longer have this program
59	CODE OF CONDUCT  If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.	CODE OF CONDUCT The possession of any alcoholic substance.  If a student records more than 15 tardies in a semester, the student shall serve a code of conduct violation.
60		A student who is a multi-sport athlete during the same season will need to serve the suspension for each sport. A student serving a 25% suspension would have to serve 25% from their primary sport and 25% from their secondary sport.
61		<b>Teen Intervene</b>  Any student, who has violated the student code under the umbrella of substance abuse, drugs, alcohol, or tobacco has the option to complete the Teen Intervene course through Sirona Recovery for a reduction in athletic suspension. The cost of the course is \$75.00 to be paid by the student. The student's guardians will submit in writing to the Athletic Director a request to complete this course within 5 days after receiving details of the violation. The program is designed to provide education, support, and guidance for teens and guardians. Upon completion of the course, all accredited information will be turned in to the Athletic Director and the suspension will be reduced by 1 game. In all cases, the suspension will not be reduced to zero games.
62	Athletes who earn an "F" at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate in 25%	Athletes who earn an "F" at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate until the grade is passing.

	of the total games or appearances of that sport's full season.	
76	USE OF TOBACCO AND NICOTINE BY STUDENTS (Policy 5512	USE OF TOBACCO AND NICOTINE BY STUDENTS (Policy 5512) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
76-86	Suspension and Expulsion (Policy 5610 and AG 5610)	Suspension and Expulsion (Policy 5610 and AG 5610) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
86-87	Search and Seizure Policy 5723	Search and Seizure <b>5771 ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>
90-92	SECTION V - TRANSPORTATION (Policy 8600 & AG 8600)	SECTION V - TRANSPORTATION (Policy 8600 & AG 8600) <b>ENTIRE SECTION UPDATED WITH NEW VERBIAGE</b>

The Little Wolf High School Student Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook (plan) will be brought back to the Board of Education for approval.

# Student Handbook

2022-2023



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

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

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

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

# **Manawa Middle School Student Handbook 2022-2023**



Dear Students and Parent/Guardians:

Welcome to the 2022-2023 school year. We are extremely excited about this school year. As a middle school staff, we believe in focusing on students' academic, social, and emotional needs as they navigate the "Middle" between elementary school and high school. This handbook has been designed to help answer your questions about the procedures used in this district and specifically this building. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office.

- Principal (920) 596-5310
- Elementary Principal & Director of Special Education, (920) 596-5301
- Athletic Director (920) 596-5831
- School Counselor (920) 596-5802
- Administrative Assistant, (920) 596-5800
- Health & Attendance Paraprofessional (920) 596-5801
- Dean of Students, 920-596-5806

Board of Education Approval:  
Student Handbook adopted July 2022

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

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

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

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

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

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

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

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

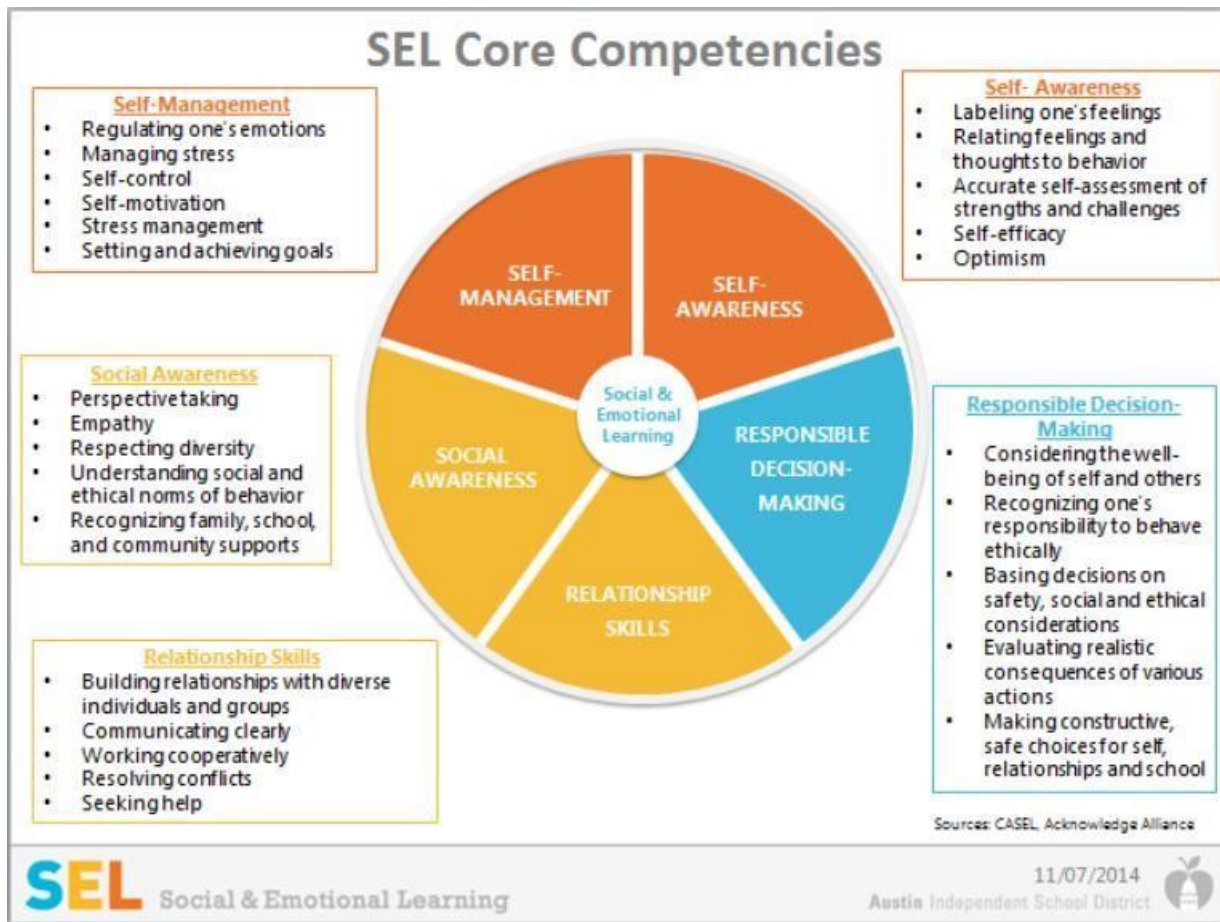
### **What is the foundation for Social and Emotional Learning?**

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

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

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

- **Relationship Skills**





# School District of Manawa 2022-2023 Calendar



JULY '22							AUGUST '22							SEPTEMBER '22									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
					1	2		1	2	3	4	5	6					1	2	3			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	<del>5</del>	6	7	8	9	10			
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17			
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23*	24			
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30							
31	July 4 Independence Day						Aug 19 New Teacher Orientation Aug 22, 24 Teacher In-Service Aug 23 All District Staff In-Service Aug 23 Back to School Night 3:30-6:30						Sept 1 First Day of School Sept 5 No School *Sept 23 Half Day AM *Sept 23 Teacher PLC PM										
20 student days							21 student days							21 student days									
OCTOBER '22							NOVEMBER '22							DECEMBER '22									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1					1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10			
9	10	11	12	13	14*	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17			
16	17	18	19	20	21	22	20	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	26	18	19	20	21	22	<del>23</del>	24			
23	24	25	26	27*	<del>28</del>	29	27	28	29	30	25	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	31						
30	31	*Oct 14 Half Day *Oct 14 Teacher PLC PM *Oct 27 Half Day & PT Conf 12:30-7:30 Oct 28 No School						Nov 21-25 No School Nov 21 Teacher Inservice AM/PLC PM Nov 22 Teacher PLC 1st Quarter ends 11/4/2022 (45 days)						Dec 23-30 No School									
20 student days							17 student days							16 student days									
JANUARY '23							FEBRUARY '23							MARCH '23									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
1	2	3	4	5	6	7					1	2	3	4					1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	11			
15	16	17	18	19	<del>20</del>	21	12	13	14	15	16	<del>17</del>	18	12	13	14	15	16	17	18			
22	<del>23</del>	24	25	26	27	28	19	<del>20</del>	21	22	23	24	25	19	20	21	22	23	24	25			
29	30	31	Jan 20 & 23 No School Jan 20 Teacher Prep & Records Day Jan 23 Inservice AM/PLC PM Jan 26 PT Conf 3:30 - 7:30 2nd Quarter ends 1/19/2023 (43 days)						Feb 17 & 20 No School Feb 17 Inservice AM/PLC PM Feb 20 Teacher In-Service						March 2 PT Conf 3:30 - 7:30 March 6-10 No School								
20 student days							18 student days							18 student days									
APRIL '23							MAY '23							JUNE '23									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1		1	2	3	4	5*	6						1	2	3		
2	3	4	5	<del>6</del>	<del>7</del>	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10			
9	<del>10</del>	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17			
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24			
23	24	25	26	27	28	29	28	<del>29</del>	30	31	25	26	27	28	29	30							
30	Apr 6-7 No School Apr 6 PLC Day Apr 10 No School / 1st Make-up Day 3rd Quarter ends 4/5/2023 (45 days)						*May 5 Half Day *May 5 Teacher PLC PM May 27 Commencement May 29 No School						June 8 Last Day of School - Half Day A.M. June 8 Teacher Half Day - Records P.M.										
17 student days							22 student days							6 student days									
176 student days / 188 teacher days							*Half day - ends at noon for students							Summer School June 12 - 30									

The first three snow days are not made up. In the event of a fourth snow day, April 10 will become a student day.

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

### **FOREWORD**

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

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after JULY 2022 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

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

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

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

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

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

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

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

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

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

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

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

Principal (920) 596-5310

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

If at any time during the investigation process the investigator determines that the complaint is properly defined as bullying because the conduct at issue is not based on a student's protected characteristics, the investigator shall transfer the investigation to the appropriate building principal.

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

Manawa Middle School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

### **Harassment Policy\***

*\*Parent/guardians and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment (Policy 5517) and Bullying (5517.01) available on the District website or by contacting the school's main office.*

### **Student Anti-Harassment - Summary of Board of Education Policy**

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

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

### **Definitions**

- Bullying (See the bullying policy immediately following this section)
- Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:
  1. Places a student in reasonable fear of harm to his/her person or damage to his/ her property;
  2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  3. Has the effect of substantially disrupting the orderly operation of a school.

- Sexual Harassment: Unwelcome sexual advances, requests of sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Important...parent/guardians and students are encouraged to read the entire Board of Education policy with corresponding examples.
- Other forms of harassment such as race/color, religion, national origin, and disability are defined in the full text of the Board of Education policy.

## **Reporting Procedures**

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

The reporting procedures are as follows:

1. Any student, parent/guardian of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or district compliance officers/ Title IX Coordinator.
2. The reporting party shall be encouraged to use a report form (See Addendum A) available in each school main office, but oral reports shall be considered complaints as well.
3. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal will designate one male and one female staff person (designated as Complaint Coordinators/ Title IX Coordinator) to receive reports of harassment prohibited by this policy.

### **Confidentiality**

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

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. A violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension /expulsion of a student. All disciplinary action will be taken in accordance with applicable law and the ages and maturity levels of the students.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation is prohibited.

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

## **Bullying (Policy 5517.01)**

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

### **Definitions**

#### **"Bullying"**

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional wellbeing. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

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



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

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

Cyberbullying includes, but is not limited to the following:

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

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy [5517](#) – Student Anti-Harassment. **"Staff"** includes all school employees and Board members.

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

For a definition of hazing and instances that could possibly be construed as hazing, consult Policy [5516](#).

### **Complaint Procedures**

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

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

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

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by

Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

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

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

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

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

### **Retaliation**

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

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

### **Privacy/Confidentiality**

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

### **Notification**

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

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

### **Records and Reports**

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

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

### **Education and Training**

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

## **SEXUAL HARASSMENT**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;

- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

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

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

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

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

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

- 1. hugging, kissing, or other physical contacts with a student;
- 2. telling sexual jokes to students;
- 3. engaging in talk containing sexual innuendo or banter with students;
- 4. talking about sexual topics that are not related to the curriculum;
- 5. showing pornography to a student;

6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior:

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

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

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

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

## **SECTION 504/ADA COMPLAINT**

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

Janine Connolly  
School Counselor, (920) 596-5802  
[jconnolly@manawaschools.org](mailto:jconnolly@manawaschools.org)

The complaint procedure is available in the school office.

## **SCHOOL DAY/BELL SCHEDULES**

### **MANAWA MIDDLE SCHOOL BELL SCHEDULE**

**Warning Bell: 7:50**

**1st            7:55-8:40**

<b>2nd</b>	<b>8:44-9:29</b>
<b>3rd</b>	<b>9:33-10:18</b>
<b>4th</b>	<b>10:22-11:07</b>
<b>Lunch</b>	<b>11:07-11:37</b>
<b>5th</b>	<b>11:41-12:26</b>
<b>HR</b>	<b>12:30-12:50</b>
<b>6th</b>	<b>12:54-1:39</b>
<b>7th</b>	<b>1:43-2:27</b>
<b>8th</b>	<b>2:31-3:15</b>

**EARLY RELEASE ½ DAY BELL SCHEDULE**

**Warning Bell 7:50 Middle School**

<b>1st</b>	<b>7:55-8:20</b>
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<b>2nd</b>	<b>8:24-8:49</b>
<b>3rd</b>	<b>8:53-9:18</b>
<b>4th</b>	<b>9:22-9:47</b>
<b>5th</b>	<b>9:51-10:16</b>
<b>6th</b>	<b>10:20-10:45</b>
<b>Lunch</b>	<b>10:45-11:15</b>
<b>8th</b>	<b>11:19-11:45</b>
<b>7th</b>	<b>11:49-12:15</b>

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many



times it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

- Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parent/guardians in their educational program.

### **STUDENT WELL-BEING**

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

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

### **INJURY AND ILLNESS**

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

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

### **HOMEBOUND INSTRUCTION**

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

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

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

Students who are new to Manawa Middle School are required to enroll with their parent or legal guardian unless the student is 18 years or older. When enrolling, the parents/guardians will need to bring:

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

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

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

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (Policy 5101.01)

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parent/guardians, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent/guardian and are expected to follow all School rules.

### **SCHEDULING AND ASSIGNMENT**

Schedules are mailed out with the registration packet or upon enrolling. Schedules are also available through Skyward. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Student requests for schedule changes should be made within the first week of class. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **EARLY DISMISSAL**

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

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

If a student plans to transfer to another school, the parent/guardian must notify the principal.

Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents/guardians are encouraged to contact the school counselor for specific details.

### **OPEN ENROLLMENT**

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

### **WITHDRAWAL FROM SCHOOL**

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

### **IMMUNIZATIONS**

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

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

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

### **EMERGENCY MEDICAL AUTHORIZATION**

Per Board Administrative Guidelines (AG5330), every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

Every student will receive an Emergency Medical Authorization Form at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

### **ADMINISTRATION OF MEDICATIONS**

For purposes of this guideline:

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

Nonprescription drug products include cough drops that contain active ingredients.

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

### **Prescribed Medications**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

School personnel trained to administer medications shall keep a copy of the Administration of

Medication Policy and Guidelines in an accessible spot for quick reference and have the right to refuse to administer medication to students when the required authorization forms and signatures have not been completed.

### **USE OF NONPRESCRIBED DRUG PRODUCTS**

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

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

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

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

### **HEAD LICE (Policy 8451)**

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

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES (AG8450)**

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

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

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

### **DIRECT CONTACT COMMUNICABLE DISEASES (AG8453.01)**

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

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS

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

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

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

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

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact Danni Brauer (920) 596-5301.

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

### **STUDENT RECORDS (Policy 8330)**

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

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a

specific student that would allow a person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

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

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

### **Address Confidentiality Program**

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

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

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

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



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

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

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  2. the parent or eligible student, upon request, receives a copy of the record;
  3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
  4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents

instead of, or in addition to, that which is provided by public, private, and tribal schools.

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

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

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

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

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

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

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

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

### **DIRECTORY INFORMATION**

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

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

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

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

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information,"

either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

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

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

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

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

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

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

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

The District Administrator is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to: A. inspect and review the student's education records;

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

The District Administrator shall also develop procedural guidelines for:

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

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

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

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

### **STUDENT FEES, FINES, AND CHARGES**

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

### **MANAWA MIDDLE SCHOOL FEES**

<b>FEES FOR EVERY STUDENT</b>	
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<b>*District Fee</b>	<b>\$20.00</b>
<b>* 6<sup>th</sup> Grade Class</b>	<b>\$5.00</b>
<b>7<sup>th</sup> Grade Class</b>	<b>\$5.00</b>
<b>8<sup>th</sup> Grade Class</b>	<b>\$5.00</b>

**\*If a family qualifies for free or reduced-price breakfast/lunch, the district fee is waived.**

<b>Student Parking Permits: New permit required each school year.</b>	<b>Required for all vehicles parked in the student parking lot</b>	<b>\$10.00</b>
<b>Snowmobile Parking Permits: New permit required each school year.</b>	<b>Required for all snowmobiles parked on school property (snowmobiles must be registered with the DNR and helmets must be D.O.T. approved).</b>	<b>\$ 5.00</b>

<b>OPTIONAL FEES</b>		
	<b>Student Athletic Pass</b>	<b>\$ 5.00</b>
	<b>Yearbook</b>	<b>\$50.00 - \$60.00</b>
<b>Sports Fees</b>	<b>Student Max \$75 / Family Max \$150</b>	<b>\$30/sport</b>

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

### **STUDENT FUND-RAISING (AG5830)**

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

In any fund-raising activity involving students, the following conditions must be met:

- A. Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or

counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.

- D. No student of any age may participate in off-District fund-raising activities without proper supervision by approved staff or other adults.
- E. In accordance with Board policy, each fund-raising activity must be approved by the Board of Education.
- F. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resaleable can be returned for full credit. The District will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- G. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for as per District procedures.

Monies collected from approved fund-raising activities must be stored in the school safe and deposited into the appropriate account(s) through the District business office on a weekly basis.

- H. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- I. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.

### **STUDENT VALUABLES**

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

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to review any instructional materials including those related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. For additional information please see (Policy 9130, 2414, and AG9130)

### **MEAL SERVICE**

All breakfast and lunches will be free for all children 18 years old and younger living in the School District of Manawa. The SDM is participating in a federal program run through the

U.S. Department of Agriculture (USDA) Food and Nutrition Service ((FNS). This program may be terminated at any time subject to the availability of this funding. Students may also bring their own lunch to school for consumption in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students and may be applied for at any time during the year.

### **FIRE AND TORNADO DRILLS**

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

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

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

### **EMERGENCY CLOSINGS AND DELAYS**

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

WDUX ----Waupaca 92.7	
WBAY-CH 2	WFRV-CH 5
WSAW-CH 7	WLUK-CH 11
NBC 26	

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

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

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request. (Policy 8405, 8431, 8431.01)

### **VISITORS**

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



an appointment prior to coming to the school, in order to prevent any loss of instructional time.

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

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

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian/library aide. Books and periodicals (*not the most recent issue*) on the shelves may be checked out for a period of three weeks. To check out any other materials, contact the librarian/library aide. To avoid fees, all materials checked out of the library must be returned to the library by the end of each term.

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

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

### **LOST AND FOUND**

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

### **STUDENT SALES**

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

### **USE OF SCHOOL TELEPHONES**

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

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

### **PERSONAL COMMUNICATION DEVICES**

Electronic Communication Device Policy (Policy 5136)

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

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

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

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

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

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

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

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **WEAPONS (Policy 5772)**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object that, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by the Board as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education and Archery Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition are never be approved); and
- C. theatrical props used in appropriate settings with the approval of the building principal.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

#### **ADVERTISING OUTSIDE ACTIVITIES**

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

The school has a central bulletin board located across from the main office which may be used for posting notices after receiving permission from the principal.

#### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

#### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

**LUNCH PROGRAM**

**\*Hot Lunch & Breakfast Prices for 2022-2023 School Year:**

<b>Hot Lunch (Per Day)</b>	
Manawa Middle School	\$3.00
<b>Breakfast (Per Day)</b>	
Manawa Middle School	\$1.50
<b>Milk (Per Day) *</b>	\$.40

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

**\*All breakfast and lunches will be free for all children 18 years old and younger living in the School District of Manawa. The SDM is participating in a federal program run through the U.S. Department of Agriculture (USDA) Food and Nutrition Service ((FNS).**

**This program may be terminated at any time subject to the availability of this funding. Students may also bring their own lunch to school for consumption in the school's cafeteria.**

**Applications for the school's Free and Reduced-Priced Meal program are distributed to all students and may be applied for at any time during the year.**

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

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

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

### **GRADING (Policy 5421)**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level.

The Board directs the District Administrator to develop procedures for grading in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity which:

- A. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provide for a pass/fail grade in programs where appropriate;
- E. provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should be subject to continual review by staff. Revisions shall be made only when changes will assure a more valid or reliable or clearer system of grading.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's consent unless overruled by the District Administrator.

The school uses the following grading system:

#### **Grades 6-12 (AG 5421A)**

Reporting in these grades will be by report card using the following marking system:

A 94.50-100

A-	91.50-94.49
B+	88.50-91.49
B	85.50-88.49
B-	82.50-85.49
C+	79.50-82.49
C	76.50-79.49
C-	73.50-76.49
D+	70.50-73.49
D	67.50-70.49
D-	64.50-67.49
F	0-64.49

The final grade is calculated to two decimal places using standard rounding rules. The grade is rounded up if the decimal is 0.50 or above. The grade is rounded down if the grade is below 0.50.

#### Marking System:

- (A) Excellent
- (B) Good
- (C) Average
- (D) Below Average
- (F) Failure
- (I) Incomplete
- (W) Withdrew

If a student receives an “F” in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an “F” in a course that is part of a sequence must repeat and pass that course to continue in the sequence. (I) Incomplete: When a student’s work is not completed by the end of the quarter due to the student’s absence from school, he/she receives an “I”. This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the “I” becomes an “F”. (W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F, unless, granted administrative exception. The principal, in collaboration with all teachers at a grade or of a particular course, shall develop an explanation of the criteria and standards that will be used to qualify a student to be graded excellent, good, average, below average, or failing.

The explanation may not make use of normative (bell-curve) standards.

#### **General Considerations**

Students will receive one grade per subject at the end of each grading cycle. These grading criteria and standards shall be approved by the District Administrator prior to the start of the school year.

To ensure consistency, all teachers at the grade or course level shall use the same criteria/standards in grading their students.

Each principal shall send a copy of these grading criteria/standards to all parents of children in these grades (or courses) prior to the first day of school and shall ensure that they are the basis for discussion and decision-making at all parent conferences.

### **GRADING PERIODS**

Report Cards: At the end of each semester, students receive report cards containing their final semester grades in all of their courses. The grades on the semester report card become a part of each student's permanent record.

At the end of the nine-week period a report card indicating quarterly grades is issued. This quarterly grade is a progress report to give students, parent/guardians, and the counselor an idea of the student's work at that point. The quarterly grade is not an official grade. It does not appear on any official record and in no way affects credits, average, or rank in class.

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

### **PROMOTION, PLACEMENT, AND RETENTION**

#### **Grades 6-8 Level**

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

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

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

#### **Remediation Opportunities**

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



Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion. Students' progress in meeting grade-level criteria will be monitored using universal screeners.

Please refer to the School District of Manawa Response to Intervention (RtI) Plan for further information. This document can be found on the school webpage.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Department.

#### **Honor Roll**

**High Honor** 4.00    **Honor** 3.50 – 3.99    **Honorable Mention** 3.00 – 3.49

### **ATHLETIC AWARDS**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

### **HOMEWORK (Policy 2330)**

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to, and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared or practiced outside of the school or independently while in attendance at school. The Board of Education acknowledges that when used effectively as an extension of learning goals, homework has a variety of purposes:

- A. provide an opportunities to practice concepts and ideas already taught;
- B. reinforce skills by providing necessary practice;
- C. help students acquire a deeper and broader understanding of subject matter;
- D. acquaint parents with what their children are learning in school and invite their help as appropriate;
- E. allow students to pursue special interests;
- F. assist students in developing good study and work habits and responsibility toward learning;
- G. help students become resourceful and work independently;
- H. create a partnership between teacher-child-parent.

For more information, please see Policy (2330)

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (Policy 7540.03)**

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

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

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

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

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

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the

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

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

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

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

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

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

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

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

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

- B. the dangers inherent in the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

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

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

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy and its accompanying guidelines by signing a written agreement during the annual student registration.

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

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

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

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

## **SYNCHRONOUS EDUCATION – STUDENT ACCOUNTABILITY AND CONDUCT (Policy 5500.01)**

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

### Synchronous Instruction Accountability and Internet Safety

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

- The District's Acceptable Use policy applies to all students participating in the District's virtual educational programs and online class activities.
- Use only one (1) username and password.
- Use an appropriate profile picture for any virtual accounts.
- Do not share your username or password with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student's ability to access virtual instruction or disclose anyone's password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District's virtual instruction resources for any illegal activities.
- Do not use District virtual instruction resources to send unsolicited electronic-mail messages not pertaining to class (e.g., SPAM).
- Do not use the District's virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not share classroom/small group video or classroom/small group recorded video with third parties (parent(s)/guardian(s) and siblings, excluded) – This includes private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the Internet.

### Conduct During Synchronous Instruction

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

- Sign-in for virtual instruction and activities using the appropriate, designated username and password.
- Do not allow siblings or other members of the household to participate in virtual instruction unless authorized by the virtual class teacher (they may observe but notice should be provided that they are doing so).
- Review typed messages before sending them to remove easily misinterpreted language and proofread for typos.

- Private messages during virtual instruction should be kept to a minimum.
- Engage in virtual instruction discussions in a respectful manner that abides by the following standards:
  - Avoid sarcasm, jargon, and slang; ○ Vulgarity is not acceptable;
  - Do not use images, “GIFs,” or “Memes” in place of written responses or comments, unless specifically directed to do so by a staff member;
  - Focus responses on the questions or issues being discussed, not on the individuals involved.
- Do not make inappropriate comments verbally or via direct messages. Inappropriate messages include, but are not limited to, those that contain:
  - threatening messages or images;
  - insults or attacks of any kind against a person;
  - obscene, degrading or profane language or images;
  - repeatedly sent unwelcome messages or images that harass the recipient; and
  - material that is defamatory or intended to annoy, intimidate, or bully others.

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

### **STUDENT ASSESSMENT (Policy 2623)**

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop and present to the Board annually a program of testing and assessment that includes:

- A. State-required tests;
- B. curriculum-based written and oral examinations that include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- C. assessment tests.

The Board requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;

- C. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

#### **Parental Opt Out of Assessments (students)**

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal or District Assessment Coordinator stating that the parent is opting out of the examination(s).

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

#### **DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Policy 2430)**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are related to the District's curriculum and/or mission.

The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, District-sponsored activities are typically those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit; or
- E. the subject matter is of interest to students and aligns with the District's goals and mission.

No activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with competitive extra-curricular activities/athletics (not directly related to courses of study), may be conducted on-or-off-school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

Non-District sponsored, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No non-district-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

In addition to the eligibility requirements established by the Wisconsin Interscholastic Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student must meet the criteria established in the Activities Code.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The District Administrator shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

To remain a member of a District-established student group or national organization such as the National Honor Society, a student must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

A complete list of clubs and activities can be found on the SDM Webpage: [SDM District Sponsored Clubs and Activities](#)

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

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role



in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

### **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

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

### **ATHLETICS**

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (920) 596-5831.

Basketball	Wrestling	Cross Country	Football
Track and Field	Volleyball		

### **SECTION IV - STUDENT CONDUCT**

#### **ATTENDANCE (Policy 5855)**

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 required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent 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 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 upon failure 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.

### **Students Leaving School During the School Day**

**Closed Campus:** Manawa Middle School operates under a closed campus policy.

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

### **Make-Up Course Work and Examinations**

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

### **TARDINESS**

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. All students who are tardy to school must report to the attendance office to sign in.
- d. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

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

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

On the day of an event, students must attend school or be pre-excused from school by a parent/guardian for admission into an athletic/nonathletic activity. Final decision to be rendered by the administration. (Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)

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

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

### **CODE OF CONDUCT**

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

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

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.
- Purchase use or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- The possession of any alcoholic substance.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed, or offered.
- Being in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave the premises the moment they become aware of others illegally possessing and/or using alcohol or controlled substances, even if the student is not consuming or using the illegal substances.
- If a student records more than 15 tardies in a semester, the student shall serve a code of conduct violation.
- If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.



Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

**Athletic Activities:**

- An athlete who is charged with a violation of training rules or any regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

**Athletic & Non-Athletic Activities:**

- A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
  - a. The student/athlete admits the conduct constituting a violation
  - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
- The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

**Penalties for Violation of Co-Curricular Activities Rules**

**Athletic Activities**

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades seventh through twelve. Code of conduct violations will stay with incoming freshman from the Middle School until the entirety of the suspension is fulfilled. Once a middle school infraction is fulfilled, future infractions as a high school student will be treated as a first offense.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

- A student who is a multi-sport athlete during the same season will need to serve the suspension for each sport. A student serving a 25% suspension would have to serve 25% from their primary sport and 25% from their secondary sport.

Listed below is the number of contests students would have to sit out if they violated the cocurricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation, fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					
*25%	1	1	1	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fractions of percentages have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.
- Teams that automatically qualify for Regional competition are counted in the total number of competitions.

**Completion of Suspension**

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

**Non-Athletic Activities**

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

**Athletic & Non-Athletic Activities**

- Any student, who in good faith, refer themselves or parents/guardians who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

### **Teen Intervene**

- Any student, who has violated the student code under the umbrella of substance abuse, drugs, alcohol, or tobacco has the option to complete the Teen Intervene course through Sirona Recovery for a reduction in athletic suspension. The cost of the course is \$75.00 to be paid by the student. The student's guardians will submit in writing to the Athletic Director a request to complete this course within 5 days after receiving details of the violation. The program is designed to provide education, support, and guidance for teens and guardians. Upon completion of the course, all accredited information will be turned in to the Athletic Director and the suspension will be reduced by 1 game. In all cases, the suspension will not be reduced to zero games.

### **Appeal Procedure**

- The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes or suspend the enforcement of the suspension. All decisions rendered by the appeal board are considered final.

### **Sportsmanship**

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

### **Membership**

#### Section 1 – Required Documentation

- A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
  - 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
  - 2) Current physical exam form to participate in sports or alternate year card
  - 3) Sports fee paid or fee waive turned into school office.
  - 4) Concussion information sheet must be obtained by athletic director.

#### Section 2 – Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury.
- B. Physical examinations are good for two years from the date the physical was given.

- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings – “hole in one win a car”**
- Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend other arrangements must be made.

### **Academic Eligibility**

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- Athletes who earn an “F” at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate until the grade is passing. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive one “F” at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive two “F’s” at the conclusion of a nine-week grading period will be ineligible to participate in 50% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive three or more “F’s” during a nine-week grading period will be ineligible to participate in all games or appearances of that sport for the entire 9 week grading period. This does not prohibit an athlete from practicing or assisting with the activity, with the coach’s approval. If the athlete is in mid-season, the consequence will move forward into the next athletic season to fulfill the 9-week rule. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- An athlete who is enrolled in any state-approved Exceptional Educational Needs program, and who receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.

- Athletes who attend summer school for remediation, must receive the grade of “pass” to be eligible for any failure infraction and penalty. See the rules stated above as they apply.

**Attendance: (Athletic & Non-Athletic Activities)**

**Student Athletes must attend a full school day to participate in athletics that evening or provide an excuse from a doctor or have prior administrative approval. School-related absences do not apply. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor’s excuse.**

**(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)**

- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.

**Students may not compete, perform, practice or attend on days of an out-of-school suspension.**

- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all practices and be nonparticipants during the time of their suspension.

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**Travel and Conduct on Trips**

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
  - Show appropriate respect for all adults and authority figures.
  - Show courteous and well-mannered behavior.
  - Show appropriate sportsmanship at all times.
2. It is the student/athlete’s responsibility to represent our school and community in a positive manner.
3. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
4. A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
5. If no prior approval, permission by a parent/guardian/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule five (5).

### **Injuries, Accident Reports and Insurance Coverage**

1. The school has purchased a group insurance policy, but it will not cover any interscholastic sports injuries. If a parent would like to purchase a voluntary interscholastic athletic insurance plan, a form would be available at the school offices upon request.
2. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the Manawa Middle School office.
3. It is the policy of the School District of Manawa to have a medical release from a medical physician following any severe injury.
4. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions).

### **Care of Equipment**

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.
3. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor on the team equipment turn-in day or within two weeks of the final competition or practice. Bills for missing equipment will be sent out one week after the team equipment turn-in day. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
4. A student/athlete will not participate in another activity until all equipment is returned and fines have been paid.
5. A student/athlete will not receive any "end of the season" awards until all equipment is returned and fines have been paid.

### **Practice, Competition, Contests (Athletic & Non-Athletic Activities)**

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.

2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director's discretion.
3. All athletes/members and/or parent/guardians/guardians are asked to give each coach a **24-hour courtesy period** before contacting the coach/advisor regarding an issue or concern following an event.

### **Changing a Sport/Activity**

A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

### **Multi-Sport Participation**

The Multi-Sport Participation Policy allows students to participate in two (2) sports/organizations during the same season, regardless if the sports are individual or team-oriented. If a student desires to participate in 2 sports during the same season, they must do the following prior to the start of any season:

1. Submit a completed contract to the Athletic Director prior to the first scheduled contest. This form includes:
  - Permission from his/her parent or guardian to compete in 2 sports in the same season.
  - Declaration by the student of the priority sport for tournaments in the event of scheduling conflicts.
  - Approval by the Head Coach(s) of each sport.
  - Signature of student's agreement to coordinate the practice/contest schedule for the season in coordination with the coaches. ■  
Signature of the Athletic Director.
2. The athlete must participate in at least one regular season event in the secondary sport so that they are eligible to participate in the conference tournament in that sport.
3. The Athletic Director will share the list of multi-sport athletes with the Central Wisconsin Conference Commissioner and the other CWC Athletic Directors prior to the start of each season.

It is the goal of the Athletic Department to have continuous communication between student athletes, coaching staff, and the Athletic Department to avoid putting athletes in difficult situations.

If a student quits a primary sport, the student will need consent from both coaches to participate in any of the secondary sports from that point forward that season. If a student quits a secondary sport, the student will only be able to participate in the primary sport from that point forward that season.

The following Multi- Sport Priorities have been established for the benefit of all athletes:

1. Games come before practices.
2. Tournaments come before games.
3. Districts come before games and tournaments.

4. State comes before all else.

### **Pre-Season Meeting**

Portions of this Student Handbook shall be presented to each student during a mandatory preseason meeting and/or the first day that he/she reports for a co-curricular activity. A physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at that time. The original signed form for the Student Handbook, physical card, Concussion Form, and Emergency Form shall be kept on file in the Manawa Middle School office. The Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

### **Parent/Guardian Involvement**

Parent/guardian attendance at pre-season meetings is required and involvement throughout the season is encouraged. If a parent/guardian cannot attend they are required to review the presentation on the SDM webpage and submit answers to the posed questions.

### **ATHLETIC CO-CURRICULAR ACTIVITY FEES 2022-2023**

Following is the list of Athletic Co-Curricular Activities and their fees for the Middle School:

Basketball (7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
Cross Country (6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades)	\$15.00
Football (7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
Track (6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades)	\$15.00
Volleyball (7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
Wrestling Club (6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00

<b>Maximum per Middle School student</b>	<b>\$30.00 per</b>
<b>year</b>	<b>\$150 per</b>
<b>Maximum Family</b>	
<b>year</b>	

Check fees are to be made out to Manawa Middle School

### **DRESS AND GROOMING (Policy 5511)**

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

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



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

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

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

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

Expressive dress may not be protected speech if it involves:

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

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

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

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

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

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, strapless, or off the shoulder garments worn.
- Hats, caps, headwear, jackets/coats, bulky outerwear, large chains, jewelry with sharp objects, low riding pants, hoods, etc., are not allowed to be worn in the school.

Students should consider the following questions when dressing for school:

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

#### Reporting Concerns:

Anyone in violation will be sent to the office.

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

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

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

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

### **CARE OF PROPERTY**

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

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

### **STUDENT CODE OF CLASSROOM CONDUCT (POLICY 5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors.

Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

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

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

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

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

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

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

## **STUDENT CODE OF CLASSROOM CONDUCT (AG 5500)**

### **Introduction**

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

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of

Classroom Conduct was developed in consultation with a committee of School District residents consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board.

The Code of Classroom Conduct will be reviewed annually by the Board.

#### **Grounds for Removal of a Student From Class**

Generally, standards for student conduct throughout the schools of the District should be the same. However, each school is expected to specify particular rules and procedures suited to the specific needs of the school.

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint, and understanding applied to any difficult situation will go furthest in resolving such matters. However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the building Principal. A student removed from class may also be placed in an alternative education setting.

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

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

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive or unruly;

Such behavior includes, but is not limited to the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.

4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.

D. interferes with the ability of the teacher to teach effectively;

Such conduct includes, but is not limited to, the following:

1. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.

E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;

F. is inconsistent with class decorum and the ability of others to learn.

Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **Procedure For Student Removal From Class**

When a student is removed from class, the teacher shall send or escort the student to the

Principal (or his/her designee) and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal should give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

### **Student Placement**

The Principal shall place the student, who has been removed from a class by a teacher, in one (1) of the following alternative educational settings:

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

When making the placement decision, the Principal should consider all relevant factors including, but not limited to, the following:

- A. the reason the student was removed from class;
- B. the severity of the offense;
- C. the type of placement options available;
- D. the estimated length of the placement;
- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions such as suspension or expulsion.

The Principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures.

### **Parent Notification Procedures**

The Principal shall provide the parent of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the

Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

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

### **Recordkeeping**

A record of a student's misconduct as well as disciplinary actions, suspensions and expulsions are to be made a part of the student's permanent record.

### **Students With Disabilities**

A student with a disability under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under law. Where this Administrative Guideline conflicts with State or Federal law, the law shall govern.

### **Definitions**

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

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

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extra-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

### **Non-Discrimination**

The District will not discriminate in standards and rules of behavior, or disciplinary measures, including suspension and expulsion, on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights law (hereinafter referred to as "Protected Characteristics").

### **Parental and Student Notification**

The District shall provide students and parents with a copy of the Student Code of Classroom Conduct at the beginning of each school year.

## **OTHER FORMS OF DISCIPLINE**

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

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

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- Lunch-time & after-school detention;
- In-school restriction
- Possible use of Saturday School – Saturday morning detention

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation.

**In-School Suspension** - The following rules shall apply to In-School Suspension.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cell phones, personal gaming/music devices, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

### **DRUG ABUSE PREVENTION (Policy 5530)**

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As educational institutions of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

- For purposes of this policy, "drugs" shall mean:
- All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals that release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes": Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

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



## **USE OF TOBACCO AND NICOTINE BY STUDENTS (Policy 5512)**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

### **Exceptions**

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or “adult” student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

### **Policy Specific Definitions**

The term “any time” means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, ecigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term “imitation tobacco product” means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco

products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term “off-campus, school-sponsored event” means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. “Smoking” also includes carrying or using an activated electronic smoking device.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

## **SUSPENSION AND EXPULSION (Policy 5610 and AG5610)**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

### **SUSPENSION**

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., that include, but are not limited to: noncompliance with school rules or Board rules; 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; 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; 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; or conduct while not

at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator 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 parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. 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 the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, to discuss removing from the student's records. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

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.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

## **EXPULSION**

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. 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. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, 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 School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and 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. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

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.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

## 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.

### **SEARCH AND SEIZURE (Policy 5723)**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property (e.g. desks and lockers) used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

#### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and proprietary control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, and/or building principals, as well as others designated by the District Administrator

#### **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure. The Board directs that no student be searched without reasonable suspicion that the search will turn up evidence of either school or law violation.

Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact a police officer to conduct the search under the administrator's direction. If an officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials thus justifying the expertise of law enforcement. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

### **Parking Permit Required**

Any vehicle permit issuance carries with it consent to search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the free-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

### **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.

- C. The dog is under the aegis of the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independently of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search that constitutes evidence of a violation of a particular law or school rule or that endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

### **STUDENT'S RIGHTS OF EXPRESSION (AG 5723)**

In accordance with Board of Education Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

- A. is obscene to minors;
- B. is libelous;
- C. is pervasively indecent or vulgar;
- D. advertises any product or service not permitted to minors by law;
- E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- F. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

#### **Procedures**

Any student wishing to distribute or display non-school material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

- A. name of the student or organization

- B. date(s) and time(s) of day of intended display or distribution
- C. location where material will be displayed or distributed
- D. the grade(s) of students to whom the display or distribution is intended

The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place, and manner restrictions listed below. If permission to distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Permission to distribute or display material does not imply approval of its contents by either the School, the administration of the School, or the Board.

The student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution/display of the written material is appropriate.

#### **Time, Place, and Manner of Distribution or Display**

The distribution or display of written material shall be limited to a reasonable time, place, and manner as follows:

- A. No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
- B. No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

#### **Definitions**

The following definitions shall apply:

- A. "Obscene to minors" is defined as:
  - 1. the average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors;
  - 2. the material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
  - 3. the material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- B. "Minor" means any person under eighteen (18) years of age.

#### **Disciplinary Action**

Distribution or display by any student of non-school-sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in AG 5600 and/or AG 5610.

Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

### **STUDENT SUGGESTIONS AND COMPLAINTS**

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

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

### **SECTION V - TRANSPORTATION (Policy 8600 & AG 8600)**

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The Board authorizes the District Administrator to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.



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. 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.

## **PENALTIES FOR INFRACTIONS**

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

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

- Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent/guardians assume full responsibility for any transportation to and from School not officially provided by the school.
- The following rules shall apply.
- Parking lot speed limit is 5 mph.
- **SNOWMOBILE PERMIT \$ 5.00**
- A new snowmobile permit is required every year. It must be displayed on the side of the snowmobile visible for the police to see. There will be a fine for students not displaying the snowmobile permit.
- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parent/guardians and approved by the Principal.
- No other students can be driven to a school-sponsored activity by the approved student driver without a note from parent/guardians of passenger students granting permission and approval by the Principal.

**Addendum A**

**SCHOOL DISTRICT OF MANAWA**

HARASSMENT COMPLAINT FORM (Attach additional sheets if necessary)

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

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

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

Parent/guardian

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

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

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

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

What was your reaction or what action did you take?

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

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

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

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

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

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

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

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

**Please review the attached student information, read this page carefully then sign at the bottom.**



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

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

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

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

My signature at the bottom of this form gives consent as stated above.

**2022 – 2023 Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement:**

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

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

Parent and/or Guardian Signature: \_\_\_\_\_

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





To: Dr. Melanie J. Oppor  
 From: Michelle Johnson  
 Date: 5/24/2022  
 Re: EL Handbook Updates

The purpose of this memo is to highlight the changes to the EL Handbook as follows:

<b>Page #</b>	<b>Section</b>	<b>Proposed Change or Addition</b>
Cover		Approved by date updated
11	Transition from EL Services & Monitoring Performance	Addition of the wording “Through a reclassification process” to provide clarification
11	Transition from EL Services & Monitoring Performance	Omitted the ESEA information update #07.02 (as the link provides continuous, regularly updated information)
11	Transition from EL Services & Monitoring Performance	Omitted the ESEA information update #08.01 (as the link provides continuous, regularly updated information)
11	Transition from EL Services & Monitoring Performance	Section from “The requirements” to below the link provided addition- These updated requirements to transition are pulled directly from the updated WI DPI EL Handbook.
13	Appendices	Parent Letter Signature from Jackie Serau’s signature and information to Michelle Johnson, current EL Director
14	Appendices	Parent Letter Signature from Jackie Serau’s signature and information to Michelle Johnson, current EL Director
16	Appendices	English Language Learner Development Plan-Addition of iReady to STAR for reading and math as we transition from universal assessments
22	Appendices	Exit letter signature from previous EL Director to Michelle Johnson information
23	Appendices	Exit letter signature from previous EL Director to Michelle Johnson information
24	Appendices	EL Monitor Report Grammatical change- Under question1 “prepare” to “prepared”



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

# **School District of**

# **Manawa**

# **English Learner (EL) Plan**

**Meeting the Needs of ALL Students**

Approved by the Manawa Board of Education on  
June 20, 2022



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# Procedure for Identifying Incoming EL Students

- Families complete the Enrollment Form, including the Home Language Survey (HLS).
- All Home Language Surveys are sent to the EL Coordinator.
- When a language other than English is indicated, the EL Coordinator sends the Home Language Survey to building principal. Hard copy will be filed in the cumulative folder when the identification process is complete. All other Home Language Surveys are sent to building secretaries to be filed in students' cumulative folders.
- EL Coordinator researches student's cumulative folder for EL information. (i.e. previous Home Language Surveys, previous placements or servicing, previous assessments, forms written in another language, the student's previous school is not in the USA)
- EL Coordinator consults previous assessments when questionable information is found.

If a Language Proficiency Level is found:	If a Language Proficiency Level is NOT found:
<ul style="list-style-type: none"> <li>• If a current ACCESS score of 1.0-5.9 does exist, the EL Coordinator will designate the student as requiring appropriate EL services (<i>if a student in grades 4-12 has a current ACCESS score of 5.0-5.9 and there are school records to support academic success, the EL coordinator will proceed with the manual reclassification process</i>).</li> <li>• EL Coordinator will contact parent/guardian to review language results and EL services.</li> <li>• EL Coordinator places the original copy of Parent Approval Form or Refusal of Services Form in the student's cumulative folder in the main office.</li> <li>• EL Coordinator will update Skyward.</li> <li>• EL Coordinator uses results from current ACCESS scores to write Language Development Plan (LDP) for appropriate services.</li> <li>• The EL Coordinator will update the building principal regularly of students identified for EL services and for those students not qualifying for services.</li> </ul>	<ul style="list-style-type: none"> <li>• EL Coordinator contacts parents/guardians to discuss student's educational and language background either before or after screener as appropriate.</li> <li>• If there is not a current ACCESS score, the EL Coordinator will conduct a WIDA MODEL (Kindergarten) or W-APT screener to determine the student's present English language proficiency level.</li> <li>• Parent or guardian will meet with the EL Coordinator to review language results and EL services.</li> <li>• EL Coordinator will place the original copy of Parent Approval Form or Refusal of Services Form and screener in the student's cumulative folder in the main office.</li> <li>• EL Coordinator will update Skyward.</li> <li>• EL Coordinator uses results from screeners or current ACCESS scores to write a Language Development Plan (LDP) for appropriate services.</li> <li>• The EL coordinator will update the building principal regularly of students identified for EL services and for those students not qualifying for services.</li> </ul>

## EL Screening Process

All new registrants who are potentially Limited English Proficient (LEP) and have no previous Language Proficiency identification will be screened. The School District of Manawa utilizes the WIDA MODEL or W-APT. The WIDA MODEL is used for Pre-K, Kindergarten and first semester 1<sup>st</sup> grade students. The W-APT assesses students in second semester 1<sup>st</sup> grade -12<sup>th</sup> grade. This screening is to be completed within 30 days if at the beginning of school in September, or 14 days after September 30. (DPI—ESEA bulletin number 07.01)

- Based on information gathered during the identification process, the EL Coordinator will screen potentially LEP students.
- The EL Coordinator will ensure the district has the necessary screening materials available.
- The EL Coordinator will be trained to administer screeners.
- Upon completion of the screener, the EL Coordinator fills out the composite score calculation.
- EL Coordinator will reference WIDA.us score calculator.
  - If the student scores below a 5.1, the student is most likely eligible for services. In some cases, more information is needed before eligibility can be determined.
  - If the student scores a 5.1 or above on the screener, it should be noted that the student is not Limited English Proficient and does not qualify for services.
- The principal is informed of the screening results.
- EL Coordinator will file all results in Skyward.

# EL Placement

## Age-Appropriate Placement

EL students will be placed in an age-appropriate setting. There is a normal age range when placing students at grade level. The following table shows that range.

Grade	Normal Age Range	Maximum Age Range
K	5-6	7
1	6-7	8
2	7-8	9
3	8-9	10
4	9-10	11
5	10-11	12
6	11-12	13
7	12-13	14
8	13-14	15
9	14-15	16
10	15-16	17
11	16-17	18
12	17-18	19-21

A student should not be retained if such retention will result in the student attaining an age **above** the stated maximum. Retention of students within normal age ranges should be based on developmental progress rather than language or academic achievement

“Retention of students in grade “solely based on language” is considered a civil rights violation by OCR (Office for Civil Rights, US ED) and runs counter to research on best practices for these students.”

Tim Boals, WI DPI

## Referrals of EL Students to Other Programs School-based Programs and Extracurricular Activities

In the School District of Manawa, students identified as English Learners (ELs) are full-fledged members of their respective school communities. ELs are provided equal access to the full range of district programs, including, but not limited to, special education, gifted and talented, Title 1, and all non-academic and extracurricular activities. The district encourages all students, including those identified as English Learners, to become involved in extracurricular and non-

academic activities, such as sports, clubs, and organizations. None of these may discriminate based on language.

### **Application Process for School-Based and Extra-Curricular Activities**

At times, the district will offer special opportunity programs or activities to its students. The district assures that the application process and selection for these programs will not be dependent on a student's proficiency in English.

### **Special Education**

The School District of Manawa does not place any student in a special education program based on his/ her English proficiency. The guidelines for special education are the same for both EL and non-EL students in accordance with the Individuals with Disabilities Act. When necessary, arrangements may be made for translators to assist with testing when it is determined that a special education evaluation is appropriate and the student's level of English proficiency would not yield reliable test results. English Learners identified as special education students may continue to receive EL services as determined by the student's IEP. EL modifications and accommodations would be made in the regular classroom by the regular classroom teacher. Special education services will be provided by appropriately qualified special education teachers.

### **Special Programs and Related Services**

EL students will receive equal access to all district special opportunity programs. These programs include, but are not limited to Title I and at-risk programming, gifted and talented, literacy coaches, speech and other forms of special education, vocational and technical courses, and all extracurricular and nonacademic activities available to other students. The district assures that the selection or application process for special opportunity programs will not rely solely on measures of English language proficiency. The School District of Manawa will seek to provide assistance necessary for effective participation by EL students in these programs.

# Assessment

## Screeners

W-A APT and WIDA Model (Kindergarten) are the screener tests used to determine the student’s English language proficiency level.

## ACCESS for ELLs 2.0

ACCESS for ELLs 2.0 is aligned with the WIDA English Language Development Standards and assesses each of the four language domains of Listening, Speaking, Reading, and Writing. It is given annually to monitor students’ progress in acquiring academic English.

The ACCESS test is administered during strict time parameters determined by the Wisconsin department of Public Instruction. Students’ in grades 1-12 complete the test in the online format, while the kindergarten and Alternate ACCESS for ELLs are completed in paper format.

ACCESS for ELLs 2.0 Online administration allows for students in multiple grade-level clusters and tiers to be within the same group for ease of administration. See below for exceptions to this.

Can administer together:	Exceptions (Must Administer Separately):
Same domain, different grade-level clusters and tiers <ul style="list-style-type: none"> <li>Ex: During the Writing test session, students taking either Tier A and Tier B/C and/or students from Grade-level clusters 4-5 and 6-8 can be together.</li> </ul>	Speaking Pre Tier A <ul style="list-style-type: none"> <li>Administer separately from students taking the Tier A and Tier B/C Speaking tests.</li> </ul>
Writing domain, students who keyboard and handwrite in booklets	Writing 1 and 2-3 <ul style="list-style-type: none"> <li>Cannot be combined with Writing test sessions for Grades 4-5, 6-8, and 9-12.</li> <li>Must be separated into test sessions by both grade-level cluster and tier (e.g. Grade 1 Tier A, Grade 1 Tier B/C, Grades 2-3 Tier A, and Grades 2-3 Tier B/C).</li> </ul>
	Kindergarten <ul style="list-style-type: none"> <li>All individually administered.</li> </ul>
<b>Test domains should not be combined into one test session. For example, the Listening test should be administered in a different test sessions than the Reading, Writing, or Speaking test.</b>	

The image below outlines the Tier Placement Protocol educators use in assigning tiers with ACCESS for ELLs 2.0. It is important to note that while the Tier Placement Protocol is defined by three tiers, within the Speaking domain you will only see two potential tiers: A and B/C. The criteria below still encompass all relevant information regarding tier placement for the Speaking domain as well as the Listening, Reading, and Writing domains.

Level 1 Entering	Level 2 Emerging	Level 3 Developing	Level 4 Expanding	Level 5 Bridging	Level 6 - Reaching
<p><b>TIER A</b> is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> <li>• have arrived in the U.S. or entered school in the U.S. within this academic school year without previous instruction in English, OR</li> <li>• currently receive literacy instruction ONLY in their native language, OR</li> <li>• have recently tested at the lowest level of English language proficiency</li> </ul>					
<p><b>TIER B</b> is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> <li>• have social language proficiency and some, but not extensive, academic language proficiency in English, OR</li> <li>• have acquired some literacy in English though have not yet reached grade level literacy</li> </ul>					
		<p><b>TIER C</b> is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> <li>• are approaching grade level in literacy and academic language proficiency in the core content areas, OR</li> <li>• will likely meet the state's exit criteria for support services by the end of the academic year</li> </ul>			

### EL Expectations and Teaching Suggestions by English Proficiency Level

#### Level One Students (ENTERING):

- Have a few isolated English words and expressions
- Produce words, phrases, or chunks of language when presented with one-step commands, directions, wh- questions, or statements with visual graphic support
- Are in a silent period of infrequent verbal communication, during which they are working to make sense of a new language, culture, and educational setting
- Benefit from an accepting and encouraging environment
- Benefit from one or two same-sex buddies who can show them how to adjust to the new school environment
- Benefit from the use of visuals, pantomime, and hands-on activities, which will provide them ways to be active participants in class activities

#### Level Two Students (BEGINNING):

- Function in conversational and academic English with hesitancy and difficulty
- Understand only parts of lessons and simple directions
- Produce phrases or short sentences
- Have pre-emergent or emergent skills in reading and writing English
- Are significantly below grade level in ability to function in English
- Understand only some spoken English that deals with subjects they are already familiar with
- May become frustrated with their own rate of English language acquisition and may appear to be uncooperative
- Benefit from an accepting and encouraging environment
- Benefit from much visual support in instruction (think stick figures)
- Benefit from teachers who model and encourage correct usage in a positive way
- Benefit from teachers who avoid the use of idiomatic language

#### Level Three Students (DEVELOPING):

- Speak and understand “hallway” and academic English with decreasing hesitancy and difficulty
- Produce expanded sentences in oral interaction or written paragraphs
- Are developing reading and writing skills (which probably lag behind listening and speaking skills)
- Are often thought to have better comprehension than is the case
- May be reluctant to ask the questions they need to ask from a desire to fit in and not appear needy
- Still face a significant challenge when learning academic vocabulary
- Benefit from assistance when demonstrating academic knowledge in content areas
- Benefit from significant support to acquire knowledge in the content areas

#### Level Four Students (EXPANDING):

- Speak and understand conversational English without apparent difficulty
- Continue to acquire reading and writing skills in content areas
- Still need assistance to achieve grade level expectations in the reading and writing skills in many content areas
- Still have difficulty reading between the lines
- Are challenged by complex sentence structure and specialized vocabulary
- Will often have difficulty with usage variations and idiomatic language
- Benefit from continued support in acquiring the language skills and specialized vocabulary needed to succeed in the content areas
- Benefit from teachers who are sensitive to their desire to avoid the appearance of needing help

#### Level Five Students (BRIDGING):

- Understand and speak conversational English well



- Are nearly proficient in reading, writing, speaking, and content area skills needed to achieve grade-level expectations
- Are still refining writing skills and expanding vocabulary
- Still benefit from occasional support

Level Six Students (Formally EL):

Formerly LEP (Limited English Proficient)/ Now Fully English Proficient

**A note about new arrivals:** Students who are newly arrived from their home country are not only dealing with a new language and school environment, but they are also coming to terms with the loss of friends, familiar surroundings, and food (think school cafeteria). Often, they have left an extended family support network behind. Our climate may be shocking and unbearable. They may be chronically unprepared for the weather and school activities. They can exhibit an initial enthusiasm toward learning English, which might be followed by a period of moodiness, withdrawal, and lack of cooperation. They have realized how difficult it will be to learn English. They may be reluctant to ask questions because it is inappropriate in their home culture. Communication patterns in the home culture between children and adults may lead to behavior considered rude or inappropriate in mainstream US culture. Teachers can focus on modeling the behavior they would like to elicit.

# Modifications & Accommodations for EL Students

The School District of Manawa will provide modifications and accommodations to identified English Learners in grades PreK-12 to assist them in achieving the overall goals of the district. The WIDA Standards, in conjunction with the Common Core State Standards, will provide the foundation for English language acquisition and the academic development of identified ELs in the district. The school district is aware that English academic language proficiency may take between five and ten years. It is understood that this time frame can be impacted by the student's previous educational and social experiences.

A number of different modifications and accommodations will combine to provide a support that meets the needs of all identified English Learners in the district. The design of each Language Development Plan (LDP) will be flexible each year according to each student's proficiency levels and needs. These modifications and accommodations include, but are not limited to:

- Use graphic organizers
- Pre-teach vocabulary
- Provide background knowledge for cultural-related topics
- Prepare note pages
- Provide study guides to organize material
- Emphasize important information after lesson
- Give directions in writing
- Use cooperative learning groups
- Provide peer tutoring
- Provide mentor tutoring
- Teach study skills
- Teach basic note taking skills
- Allow access to computerized programs
- Allow bilingual/electronic translator dictionaries
- Provide bilingual picture dictionaries at appropriate grade level
- Highlight key concepts in textbooks and/or provide modified versions of text
- Provide digital copies of books
- Use adapted or modified textbooks
- Allow and use of computer/word processing for papers
- Allow copying from book
- Adapt class worksheets – modify or shorten assignments based on ELP level
- Provide extended time for assignments
- Do not deduct for spelling and grammar errors in writing assignments
- Allow assignments to be done in a different manner (ex. Speak rather than writing or write rather than speak)

- Allow students to answer test questions orally
- Provide word banks for fill-in-the-blank tests
- Provide matching activities
- Shorten test length
- Create an alternative assignment
- Extend time for tests
- Require only selected test items
- Read test to student
- Use portfolios (body of work) to assess
- Allow test corrections
- Other modifications/accommodations based on specific student need

## Transition from EL Services & Monitoring Performance

Through a reclassification process, students are exited (from the EL program) and monitored when they meet state and federal criteria as delineated in DPI English Learner Policy Handbook.

The requirements for reclassification are the following: (quoted from the DPI English Learner Policy Handbook)

- Students reaching an Overall Composite of 5.0 or greater must be reclassified.
- Students reaching an Overall Composite of 4.5-4.9 may be reclassified, should the district find additional evidence of proficiency using a MIP (Multiple Indicator Protocol)

In the following link, DPI provides a complete, updated Wisconsin English Learner Policy Handbook derived from multiple sources, including federal law and associated regulatory guidance, common law, and state law.

<https://dpi.wi.gov/english-learners/el-identification-and-placement>

In order to ensure success for all exited EL program students and meet legal requirements, the EL Coordinator will monitor a student's progress in the academic areas each semester for two years after being exited from the program. On a semester basis, the monitor form will be sent to classroom and content area teachers.

If a student is experiencing academic difficulties, the EL coordinator and general education teacher(s) will provide appropriate intervention(s). If the student is continuing to demonstrate academic difficulty based on language proficiency, then a reentry meeting will be set up with the student's parents. The parents will have to sign for permission in order to receive EL services.

# Appendices



# School District of Manawa

*“Students Choosing to Excel, Realizing Their Strengths”*

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

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Dear Parent/Guardian:

Welcome to the school year! We are confident that your child will have a productive and enjoyable year.

Your child has been recommended to receive English Learner (EL) services. The goals of the English Learner services are to help students learn English more quickly by providing accommodations and modifications for students in core academic subject areas. The services your child will receive will help him/her be more successful in school. We encourage you to take advantage of these valuable services.

Your cooperation and participation will be sought throughout the school year. With a school/home partnership we should be able to make significant progress. As the first step, we need your approval for your child to be enrolled in the program. You have the right to remove your child from the program by contacting the EL Coordinator.

Please sign below and indicate if you would like your child to participate in the English Learner Program. If you have any questions or concerns, please feel free to contact us at the numbers provided below. Thank you.

Michelle Johnson  
EL Coordinator  
mjohnson@@manawaschools.org  
920-596-5738

-----  
**RETURN TO YOUR CHILD’S SCHOOL OFFICE**

Student’s Name \_\_\_\_\_ LEP Level \_\_\_\_\_ Literacy Subscore \_\_\_\_\_

**YES**, I would like my child to participate in the English Learner Program.

**NO**, I do not want my child to participate in the English Learner Program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_/\_\_\_\_/\_\_\_\_



# School District of Manawa

*“Students Choosing to Excel, Realizing Their Strengths”*

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

www.manawaschools.org

Estimados Padres/Guardianos,

¡Bienvenidos al año escolar! Estamos seguros que su hijo tendrá un año agradable y productivo.

Su hijo ha sido recomendado para recibir servicios para aprendices de inglés. Las metas de los servicios para aprendices de inglés son para apoyar a los estudiantes aprender inglés más rápido por proveer alojamiento y modificaciones para los estudiantes en las clases académicos y los sujetos básicos. Los servicios que recibe su hijo lo ayudarán tener más éxito en las clases. Les recomendamos que que aproveche estos valiosos servicios.

Te pedimos su cooperación y participación durante todo el año escolar. Con una asociación entre los maestros y los padres podemos hacer mucho progreso significativo. Por el primer paso, necesitamos su aprobación para registrar a su hijo en el programa. Tiene el derecho de sacarlo del programa cuando quiera por contactar al coordinadora del programa de EL.

Por favor firme abajo e indique si quisiera que su hijo/hija participe en el Programa de Aprendizaje de Inglés. Si tiene preguntas, puede llamar los números. Gracias.

Michelle Johnson  
EL Coordinator  
[mjohnson@manawaschools.org](mailto:mjohnson@manawaschools.org)  
920-596-5738

-----  
**DEVOLVER ESTA PARTE A LA OFICINA DE LA ESCUELA**

Nombre de Estudiante \_\_\_\_\_

Nivel LEP N/A Literacy Subscore N/A

**SI**, Quisiera que mi hijo/hija participe en el programa de Aprendizaje de Inglés.

**NO**, NO quiero que mi hijo/hija participe en el programa de Aprendizaje de Inglés.

\_\_\_\_\_  
Firma de Padre/Guardiano

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Fecha

Original to Cumulative Folder  
Copy to Student Services ONLY IF NO

5/29/202



Students choosing to excel; realizing their strengths.

# English Language Learner Language Development Plan

## ELL LDP

Student's Name		Grade Level		School Year		
Date of Entry in the School District of Manawa		Native Language		Native Country		
School <input type="checkbox"/> Manawa Elementary School <input type="checkbox"/> Little Wolf Jr./Sr. High School		Primary Teacher(s)				
Previous Academic Background Information						
Preferred Method of Communication with Parents						
<b>Assessments</b>						
Most current <input type="checkbox"/> W-APT <input type="checkbox"/> ACCESS				Date Administered		
<b>Scores</b>						
Speaking	Listening	Reading	Writing	Oral Lang.	Comprehension	Overall
<b>STAR/iReady Reading</b>	Fall previous year	Winter previous year	Spring previous year	Fall current year	Winter current year	Spring Current year
<b>STAR/iReady Math</b>	Fall previous year	Winter previous year	Spring previous year	Fall current year	Winter current year	Spring Current year



Other Testing and Scores:

**Classroom teachers and/or EL Coordinator will create, monitor, and evaluate two individual English language goals. Goals are created, monitored, and evaluated, so that the individual student will make necessary yearly progress of at least .4 growth on the ACCESS until the student meets the requirements for exiting the EL program.**

**Listening Goal**

Students apply oral information and follow directions.

The student will:

- follow single step directions. (L1-L2)
- identify information from visual and auditory descriptions (match, sort, point). (L1-L2)
- follow multi-step directions. (L3-L5)
- categorize and sequence information. (L3-L5)
- other:

\_\_\_\_\_ Evidence:

**Speaking Goal**

Students will orally express and discuss information in various formats.

The student will:

- ask and answer wh- or choice questions. (L1-L2)
- use descriptive language. (L1-L2)
- restate facts or statements. (L1-L2)
- make predictions. (L3-L5)
- retell stories. (L3-L5)
- other:

\_\_\_\_\_ Evidence:

**Reading Goal**

Students explain, interpret, and analyze text.

The student will:

- identify facts and explicit messages. (L1-L2)
- identify main ideas and central themes. (L1-L2)
- draw conclusions and infer. (L3-L5)
- interpret information or data. (L3-L5)
- other:

Evidence:

**Writing Goal**

Students write in a variety of forms for different audiences and purposes.

The students will:

- give information in writing. (L1-L2)

- request information in writing. (L1-L2)
- create original compositions. (L3-L5)
- produce clear and coherent expository and narrative texts. (L3-L5)
- other:

Evidence:

**Vocabulary Goal**

Students use specific vocabulary in social and academic contexts.

The student will:

- acquire social and instructional vocabulary sufficient for listening and speaking. (L1-L2)
- acquire academic and domain specific vocabulary sufficient for reading and writing. (L3-L5)
- other:

Evidence:

**Cultural Competency**

Students comprehend and appreciate texts/media containing various ethnic backgrounds and heritages.

The student will:

- identify cultural similarities and differences. (L1-L2)
- express ideas about culture through classroom interactions using spoken and written language. (L3-L5)
- other:

Evidence:

**Program Plan:**

- Structured English Immersion
- Other:

**Universal Instructional/Classroom Accommodations**

- ✓ Use simplified language
- ✓ Avoid idiomatic expressions (ex. talk a mile a minute)
- ✓ Use slower, but not louder, rate of speech
- ✓ Provide many examples
- ✓ Use pairs and small group instruction
- ✓ Repeat directions and paraphrase if necessary
- ✓ Give oral directions in clear step-by-step manner
- ✓ Use gestures along with words to convey meaning
- ✓ Link content to students' previous knowledge
- ✓ Use oral, auditory, visual, and kinesthetic learning modalities
- ✓ Demonstrate concepts
- ✓ Frequently check for understanding

Use supplementary materials

### Suggested Instructional/Classroom Accommodations

- Use graphic organizers
- Pre-teach vocabulary
- Provide background knowledge for cultural- related topics
- Prepare typed note pages
- Provide study guides to organize material
- Emphasize critical information after lesson
- Give directions in writing
- Use cooperative learning groups
- Provide peer tutoring
- Provide mentor tutoring
- Teach study skills
- Teach basic note taking skills
- Allow access to computerized programs such as *Rosetta Stone*

- Allow bilingual/electronic translator dictionaries
- Provide bilingual picture dictionaries at the appropriate grade level
- Highlight key concepts in textbooks and/or provide modified versions of text
- Provide CD copies of books
- Use adapted or modified textbooks
- Allow the use of computer/word processing for papers
- Allow copying from book
- Adapt class worksheets – modify or shorten assignments based on ELP level
- Provide extended time for assignments
- Do not deduct for spelling and grammar errors in writing assignments
- Allow assignments to be done in a different manner (ex. speak rather than write or write rather than speak)

### General Classroom Assessment Accommodations

- Allow students to answer orally
- Provide word banks on fill-in-the-blank tests
- Provide matching activities
- Shorten test length
- Create an alternative assignment
- Extend time for tests

- Require only selected test items
- Read test to student
- Use portfolios (body of work) to assess
- Allow test corrections
- Other (add comment below):

### State Assessment Accommodations

- Per state statute, any students who have arrived within the last 12 calendar months may be permitted to abstain one time from the English/Language Arts portions of the Badger Exam or the reading portion only of the ACT suites including the ACT plus writing and Aspire.

### Badger Exam (Grades 3-8)

**Universal tools** are access features of the assessment that are either provided as digitally delivered components of the test administration system or separate from it. Universal tools are available to all students based on student preference and selection.

#### Embedded:

Breaks, Calculator, Digital Notepad, English Dictionary, English Glossary, Expandable Passages, Global Notes, Highlighter, Keyboard Navigation, Mark for Review, Math Tools, Spell Check, Strikethrough, Writing Tools, Zoom

#### Non-embedded:

Breaks, English Dictionary, Scratch Paper, Thesaurus

**Designated Supports** are features that are available for use by any student for whom the need has been indicated by an educator or team.

Embedded:

Color Contrast, Masking, Text-to-speech, Translated Test Directions, Translations (Glossary), Translations (Stacked), Turn off Any Universal Tools

Non-embedded:

Bilingual Dictionary, Color Contrast, Color Overlay, Magnification, Noise Buffers, Read Aloud, Scribe, Separate Setting, Translated Test Directions, Translation (Glossary)

**Accommodations** are for students with disabilities and English Language Learners; they do not change the content being assessed or the skill level. Examples of accommodations include a large- print test or using a scribe to record student answers.

Embedded:

American Sign Language, Braille, Closed Captioning, Streamline, Text-to-Speech

Non-embedded:

Abacus, Alternate Response Options, Calculator, Multiplication Table, Print on Demand, Read Aloud, Scribe, Speech-to-Text

**Modifications** do change what is being assessed and are **not** allowed for any student during Wisconsin Student Assessment System (WSAS) testing. Examples of modifications include reducing the number of answer choices or shortening the length of the test.

**ACT Suites (Grades 9-11)**

**Default Embedded System Tools:**

Embedded System Tools are those common supports that are made available to ALL users upon launch/start of test by default. No advance request is needed. These tools are either embedded in the basic computer test delivery platform, or may be automatically provided as needed at the local level.

Examples of default embedded system tools may include, but are not limited to:

a computer QWERTY keyboard, a mouse, electronic cut, copy and paste functions in a text entry box, as well as low tech items used with paper format tests, like 'Number 2' pencils, erasers, and similar basic tools such as non-specialized personal calculators for some tests.

**Open Access Tools:**

Open Access Tools may be used by anyone. To be activated they must be identified in advance and selected from the pull-down menu inside the test (CBT version), or must be planned in advance and provided locally. Thoughtful decision-making, informed by multiple observations and prior successful user experience, is strongly recommended. Users should be practiced, familiar and comfortable with using these types of tools, and comfortable using them in combination with any other tools they will also be using. Decisions to use these tools must be made well before the test is taken.

**Accommodations:**

Accommodation-level supports are available to "qualified users"—as determined by the responsible educational authority. These supports (used in content areas where permitted) allow the user to independently demonstrate the measured construct. ACT Aspire recommends that students who use accommodation-level supports have a formally documented need as well as relevant knowledge and familiarity with these tools to qualify. Accommodations must be requested through the online ACT

Aspire Personal Needs Profile (PNP) process. Any other formal qualifying procedure that is required by the responsible educational authority must be completed prior to completing the ACT Aspire PNP request process.

**Examples include:**

Needs for braille or tactile graphics, English text audio, Sign language interpretation, or other language translation

**Modifications:**

Modifications are not permitted in ACT Aspire tests for any user. Such extreme levels of support actually prevent meaningful access to the construct being tested by doing too much for the student, thus removing any ability for the user to demonstrate actual skill levels that might be present. Modifications, if used during the early instructional period may help some students to successively approximate and to eventually learn a new and difficult skill. However, even then, the intent is always to fade this extreme level of support away so that the student can increasingly demonstrate independent competence. In summative assessment, we are trying to observe what the student independently knows and can do. Therefore, if used during the assessment process, Modifications create a barrier to independent performance of competence.

**Other**

**Disability status:**

- Student does not have an identified disability at this time.
- Student has an identified disability and these ELL accommodations meet the objectives of the student's Individual Education Plan (IEP) or 504 Plan?

**Gifted and Talented status:**

- Student has been identified as a Gifted and Talented learner.
- Student has not been identified as a Gifted and Talented learner.

**Adequate Yearly Progress:**

- Student has met adequate yearly progress
- Student has not met adequate yearly progress
- Not applicable

**Plan Summary**

**Team Members**

Parent	Building Administrator
Teacher	Teacher
Guidance	ELL Coordinator



# School District of Manawa

*"Students Choosing to Excel, Realizing Their Strengths"*

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

---

Date

Student Name

Parent/Guardian Name

English Learner (EL) services provide assistance to students in developing English language skills. When students are proficient in English and able to succeed in school without EL assistance, they exit from the program.

Based on ACCESS testing, your student is now ready to exit from the EL program and will no longer receive EL services. We are confident that your student will continue to be successful without EL assistance. Please call the school if you have any questions.

Sincerely,

---

Michelle Johnson  
mjohnson@manawaschools.org  
920-596-5738

Distribution:  
Original to parent or guardian  
Copy to Cum Folder



# School District of Manawa

*“Students Choosing to Excel, Realizing Their Strengths”*

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Fecha

\_\_\_\_\_

Nombre de estudiante \_\_\_\_\_

Los Padres o Guardianes \_\_\_\_\_

Los servicios para los estudiantes de inglés (EL) proveen apoyo a los estudiantes en desarrollar habilidades en el lenguaje de inglés. Cuando los estudiantes tienen proficiencia en inglés y tienen éxito en las clases sin el apoyo de los servicios de EL, salen del programa. Según las evaluaciones de ACCESS, su estudiante ya está listo para salir del programa y no recibirá los servicios de EL. Tenemos confianza en su estudiante que seguirá tener éxitos aun sin los apoyos de EL. Por favor llame a la escuela si tiene cualquiera pregunta.

Sinceramente,

\_\_\_\_\_

Michelle Johnson  
mjohnson@manawaschools.org  
920-596-5738



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## EL Monitor Report

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

Teacher: \_\_\_\_\_

**Please check the following information where appropriate.**

**1. Classroom Participation**

- Participates in class
- Asks questions
- Is prepared for class
- Asks for help
- Works independently

**2. Classroom Comprehension**

- Understands/follows verbal directions
- Understands written directions
- Understands reading assignments

**3. Class Work Performance**

- Completes assignments
- Missing work
- Late work
- Incomplete work

**Based on what you know about the student, do you feel s/he is successful without EL services?**

- Yes
- No

**Comments:**

Please return by: \_\_\_\_\_

---





## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Oppor, Curriculum Committee  
Fr: Dan Wolfgram, Meria Wright  
Date: 5/13/2022  
Re: TEALS Microsoft Program

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The purpose of this memo is to provide information to the Manawa Board of Education regarding the Microsoft TEALS Program initiative for the 2022-2023 school year.

**What is the TEALS Program?** Technology Education and Literacy in Schools (TEALS) is a Microsoft Philanthropies program that builds sustainable Computer Science (CS) programs in high schools. They focus on serving students excluded from learning CS because of race, gender, or geography. TEALS helps teachers learn to teach CS by pairing them with industry volunteers and proven curricula.

**How will TEALS support the program in Manawa?** TEALS has created a list of college endorsed CS curriculum (some free) that can be utilized by our district. TEALS is continually researching and providing the latest information concerning Computer Science. TEALS supports the teacher by offering Professional Development options and assistance for achieving CS accreditation.

**What are the student prerequisites to be in the TEALS program?** Given that there are no CS prerequisites, and first-year algebra is advised by the College Board, AP CSP can be taken any time after completing algebra.

**What is the financial cost to the District?** The program is free.

---

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# TEALS Program



Henry Ford Academy, Detroit MI

Building equitable, inclusive computer science programs in high schools

# Equip all students for the future with CS

High school students who have access to inclusive and equitable computer science (CS) gain entry to a pathway to economic opportunity that is currently out of reach for many students.

## Partner with the TEALS Program

TEALS (Technology Education and Literacy in Schools) is a Microsoft Philanthropies program that builds sustainable computer science programs in high schools, with a focus on serving students excluded from learning CS because of race, gender, or geography.

The TEALS Program:

- ✓ Helps classroom teachers learn to teach computer science on their own by pairing them with industry volunteers and proven curricula
- ✓ Engages students who previously didn't have access to CS education, increasing the likelihood that they'll continue their CS education and be more prepared for future employment

## TEALS provides

- Sustained access to volunteers with deep knowledge of CS and industry experience
- A supportive community that allows teachers to build their subject matter knowledge
- Rigorous curricula and resources approved by CS educators and industry professionals
- Resources and training to develop diverse and inclusive CS classrooms
- Personalized support from a dedicated Regional Manager
- Remote or in-person volunteer support



Brooklyn College Academy, Brooklyn NY

Learn more about bringing the TEALS Program to your school at

[Microsoft.com/TEALS](https://Microsoft.com/TEALS)

# Since 2009, nearly 93,000 high school students have received CS education through the TEALS Program.



CS completely transformed my enthusiasm for my career in education. Every day, I wake up excited not only to teach, but to learn alongside my students.

– Bow Brannon III,  
Austin, TX, TEALS teacher

## Impact on students



52%



of TEALS students see themselves studying CS after high school.



83%



of TEALS students believe that CS allows them to be creative.



72%



of TEALS students believe people like themselves can be computer scientists.

The TEALS program serves 17,000 students at 500+ high schools in the United States and in British Columbia, Canada.

*(During the 2021-2022 school year)*








\*2020-21 TEALS student exit survey

Learn more about bringing the TEALS Program to your school at [Microsoft.com/TEALS](https://Microsoft.com/TEALS)



# How TEALS supports your school

	Co-Teach model	Lab support model	Graduation
Who's doing the teaching?	Teacher: 10 → 80%  Volunteer: 90 → 20% 	Teacher: 80 → 99%  Volunteer: 20 → 1% 	Teacher: 100% 
Teacher's role	<ul style="list-style-type: none"> <li>Classroom and teaching team management</li> <li>Learning computer science</li> <li>Completing all assignments</li> <li>Leading lessons at their capacity</li> </ul>	<ul style="list-style-type: none"> <li>Classroom and teaching team management</li> <li>Leading 80%+ of lessons</li> <li>Continue refining CS understanding</li> </ul>	<ul style="list-style-type: none"> <li>Teaching computer science independently of TEALS</li> </ul>
Volunteer team engagement	4-5 days a week	2-5 days a week	Schools teach CS on their own.

## Remote instruction

TEALS offers options for remote or in-person volunteer support. Using remote instruction, TEALS volunteers participate using video conferencing software that is chosen by the school. The remote option helps engage volunteers with long commutes to schools and is a great choice for communities with limited local technology professionals.



## What your school needs to teach remote:

- Sufficient bandwidth, headsets, and webcams to connect students with volunteers
- TEALS training for teachers and their teaching teams to prepare for remote instruction
- Enlist a partner IT liaison for initial installation and ongoing support



I tell my students, 'I'm not an expert. I'm learning computer science with you!' My TEALS class is one big collaboration—and it's fun."

– Elaine May,  
Warwick, RI, TEALS teacher

# Making CS diverse, equitable and inclusive

TEALS collaborates with partner schools to build sustainable, diverse, and equitable computer science education pathways.

TEALS works with schools to create an action plan and make progress towards achieving commitments in the following:



Millennium High School, New York NY

Inclusive learning space	Diversity in enrollment	Inclusive instruction
Creating learning environments that are accessible and welcoming of students' identities, backgrounds, differences and perspectives without barriers or judgment.	Ensuring CS courses and programs have student enrollment rates that reflect the demographics of the larger school or community population, particularly in terms of race, ethnicity, gender and disability status.	Instructional practices and learning experiences that actively consider the context of youth in terms of interests, identities, cultural and linguistic practices, and histories.

## EXAMPLES OF SCHOOL COMMITMENTS

<ul style="list-style-type: none"> <li>Incorporate inclusive signals such as posters of role models from different backgrounds or displaying computer science in a creative way</li> </ul>	<ul style="list-style-type: none"> <li>Create awareness of CS at your school by discussing how CS relates to other subjects or host a session to debunk CS myths</li> </ul>	<ul style="list-style-type: none"> <li>Emphasize student engagement with peer and buddy programming and providing students the choice to help choose projects</li> </ul>
--	---	--

## EXAMPLES OF TEALS RESOURCES

<ul style="list-style-type: none"> <li>Provides poster examples for teachers and administration to place around the classroom and school</li> </ul>	<ul style="list-style-type: none"> <li>Provides examples of CS "Culture Day" lessons incorporating volunteers to share with class and larger school population</li> </ul>	<ul style="list-style-type: none"> <li>Provides lesson plans that include opportunities for groupwork as well as multiple project options</li> </ul>
---	---	--

# TEALS supported courses

	Introduction to Computer Science	AP Computer Science Principles	AP Computer Science A	Computer Science Topics
Description	A semester or full-year course that explores a variety of basic computational thinking and programming concepts through a project-based learning environment.	A full-year course covering the fundamentals of computing, including creativity, programming, and global impact.	A full-year course focused on object-oriented programming and problem solving in Java. Equivalent to a first-semester, college level course in computer science.	A full-year course that focuses on specific applications of computer science fundamentals and can be taught after taking one CS course such as Intro to CS, CS Principles, or CSA.
Models Supported	Co-Teach and Lab Support	Lab Support	Co-Teach and Lab Support	Co-Teach and Lab Support
Where can I learn more?	<a href="https://aka.ms/TEALSintro">aka.ms/TEALSintro</a>	<a href="https://aka.ms/APCSPrinciples">aka.ms/APCSPrinciples</a>	<a href="https://aka.ms/APCSA">aka.ms/APCSA</a>	<a href="https://aka.ms/CStopics">aka.ms/CStopics</a>

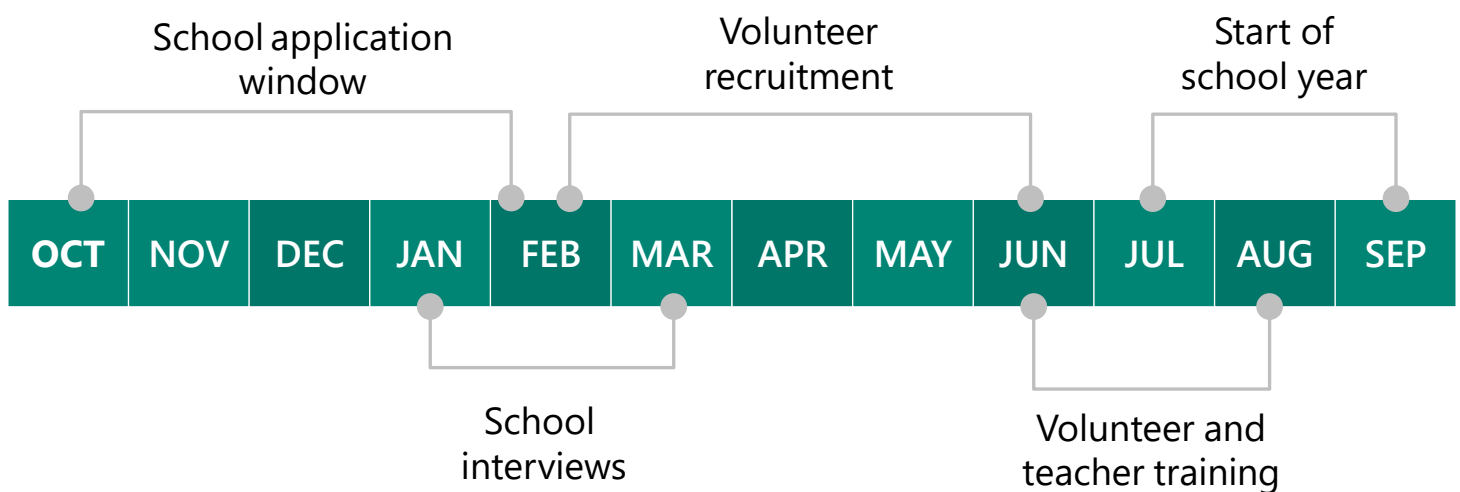
“ I learned so many things from my CS class I wouldn't have gotten from books or on my own. Our TEALS volunteers were actual programmers who shared what they were working on at work and even questions they ask during interviews. It was like I got real world experience in class.”

– Saad Rafiq,  
Austin, TX, TEALS student

# Partnership requirements

Potential school costs	<ul style="list-style-type: none"> <li>• Costs incurred by volunteers (e.g. background check)</li> <li>• Curricular resources (if using a partner curriculum provider that charges a cost)</li> <li>• Remote teaching equipment (as applicable)</li> </ul>
Class meeting time	<ul style="list-style-type: none"> <li>• First period of the day</li> </ul>
Diversity, Equity, and Inclusion	<ul style="list-style-type: none"> <li>• Schools make Diversity, Equity and Inclusion commitments</li> </ul>
TEALS volunteer recruitment	<ul style="list-style-type: none"> <li>• Engage with the local community and your school's/district's network to share this volunteer opportunity</li> </ul>
Data sharing	<ul style="list-style-type: none"> <li>• TEALS classroom enrollment numbers</li> <li>• Student and teacher course experience survey</li> <li>• AP scores (if applicable)</li> </ul>
Recruit classroom teacher	<ul style="list-style-type: none"> <li>• 2+ years teaching experience</li> <li>• Attends required curriculum training and TEALS training</li> <li>• Commits to becoming a CS champion in the school</li> </ul>
Identify school staff partners	<ul style="list-style-type: none"> <li>• School administration contact</li> <li>• District contact (as applicable)</li> <li>• IT liaison (as applicable)</li> </ul>

# TEALS Program calendar



Learn more about bringing the TEALS Program to your school at

[Microsoft.com/TEALS](https://Microsoft.com/TEALS)



# TEALS Program

Putting high school students on a pathway to economic opportunity through equitable, inclusive computer science



Synergy Quantum Academy, Los Angeles CA



# School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

TO: SDM Board of Education  
CC: Dr. Oppor  
FROM: Dean Marzofka  
DATE: June 14, 2022  
SUBJECT: SDM Technology Plan Revisions

The list below describes the changes to the SDM Technology Plan.

Page #	Current Language	Proposed Change or Addition
1		Updated table of contents
3		Note: This handbook includes several links to other resources. It is recommended that this document is read electronically instead of printed.
4	Technology Infrastructure Lifecycle This included a long-term plan for replacement of essential infrastructure equipment. This plan should estimate the cost and suggest a potential source for funding.  Network switches Virtual environment Storage devices UPS equipment Windows servers Security cameras	Technology Infrastructure Lifecycle This included a long-term plan for replacement of essential infrastructure equipment. This plan should estimate the cost and suggest a potential source for funding.  Storage devices UPS equipment Security cameras

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From:

## Technology Goals

### Short Term

Task	Description	Target Date
Continue Technology Committee	Re-assemble a team of educators to work on teaching and learning elements of this plan.	Winter of 2022-23 school year.
Technology Rotation Plan	Rotation plan for all district technology valued over \$300.	End of SY 2022-23
Technology PD Planning	Continue to develop initial technology PD plan	End of SY 22-2023
Improve Disaster Recovery Plan	Improve DR plan to address ransomware threats.	End of SY 2022-23
District-wide adoption of digital citizenship ISTE framework	Continue implementation of ISTE standards.	End of SY 2022-2023

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## Long Term

Task	Description	Target Date
Digital Citizenship Plan / Curriculum	Implement digital citizenship framework.	ongoing
Digital Literacy Plan / Curriculum		ongoing
Instructional Delivery Modes	Document how the SDM technology department supports various teaching styles.	ongoing
Support Technology PD Plan		Ongoing

To:

## Technology Goals

Task	Description	Target Date
Technology PD Planning	Continue to develop technology PD plan	End of SY 2022-23
Improve Disaster Recovery Plan	Improve DR plan to address ransomware threats.	End of SY 2022-23
District-wide adoption of ISTE framework	SDM implementation of ISTE standards.	Ongoing

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## District Technology Committee

A well-implemented technology plan requires feedback and commitment from our educators. Due to Covid and a turn over in IT staff we are looking to rebuild a team in which to work on all issue of technology as it impacts education, administration and our community.

The team will be made up of a diverse group of teachers from both schools across all grades and academic disciplines.

The team will be chosen and assembled in the fall of 2022 school year.

6

## Instructional Delivery Modes

Blended learning is a mixture of learning methods that incorporate multiple teaching modes. Often this includes a combination of face-to-face and online learning. This section describes our plan to encourage and support technology use to provide a differentiated learning experience for our students.

[SDM Technology: Instructional Delivery Modes](#)

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7		<p><b>Chromebook 1-to-1 Program</b></p> <p>Technology is a key component of the modern school environment. The School District of Manawa provides each student with a Chromebook device for school use. The following documents describe the SDM Chromebook program in greater depth.</p> <ul style="list-style-type: none"> <li>• <a href="#">SDM Chromebook Program: Program Handbook</a> (See Separate Handbook)</li> <li>• <a href="#">Chromebook Rotation</a></li> <li>• <a href="#">Technology Acceptable Use and Safety Form</a> (See Appendix A)</li> <li>• <a href="#">Software Security, Privacy, and Safety Rubric</a> (See Appendix B)</li> </ul>
7		<p><b>Student Data Privacy</b></p> <p>School districts are trusted with a tremendous amount of sensitive student data. As good stewards of this data the SDM established a process for reviewing third-party software applications to ensure data is used only for educational purposes.</p> <p>This <a href="#">Software Security, Privacy, and Safety Rubric</a> (Appendix B) grades the software across seven key metrics. Reviewed online services are described in the <a href="#">SDM Online Reviewed Services</a> (Appendix C) document. Any software product must be reviewed before student accounts are created or student data is shared.</p>
8-9	Removed:	



### Elementary Chromebox Lab Software

Software	Notes	License Cost
Default Homepage	<p>Students have the following links available when logging into a public session.</p> <ul style="list-style-type: none"> <li>● ABCYA.com</li> <li>● Raz Kids</li> <li>● Renaissance Star</li> <li>● Academy</li> <li>● Typing Pal</li> <li>● Follett Destiny - Manawa Elementary</li> <li>● StarFall</li> <li>● Hour of Code</li> <li>● ThinkCentral MegaMath</li> <li>● Teach Your Monster to Read</li> <li>● iReady</li> </ul>	

### Elementary Makerspace Software

Software	Notes	License Cost

### Woodshop & Metalshop Software

Software	Notes	License Cost

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From:

### Software Subscriptions

TBD: Detailed list of available software subscriptions available to staff & students.

To:

### Software Subscriptions

This is a list of software subscriptions available to staff & students.

Product	Description
Kami	Allows students to edit PDF files as part of assignments.
Pear Deck	Allows teachers to host interactive slideshow sessions with students.
Typing Tastic	Interactive typing lesson targeted to elementary students.
Edpuzzle	Innovative service allows teachers to wrap lessons around YouTube videos. Tracks if students watch video and prompts them for questions during video.
SeeSaw	Learning management system for elementary students.
Read&Write	Text to speech and speech to text tool for Chromebooks. Purchased for students with special needs. Available for all staff and students.
Buncee	Online content creation tool for teacher or student. Allows them to create interactive presentations
Other subscriptions may be available through the media center using library funds.	

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### Staff Communication

For school years of 2021 to 2022 has been informal and face to face. This is due to the new IT Director needing immediate feedback surrounding network functioning and access.

### Staff Communication

11

### Incident & Problem Management

When a device or service does not work properly the end user contacts the help desk for assistance in resolving the issue. This issue is referred to an incident and is tracked as a help desk ticket. A collection of related incidents is called a problem. The technology director shall document problems, determine the scope in the schools, create and implement a plan to fix with the least amount of disruption.

- Instructions for submitting an incident may be found in this document: [Help Desk Tickets](#)

### Incident & Problem Management

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- Instructions for submitting an incident may be found in this document: [Help Desk Tickets](#) (Appendix D)

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## Technology Lifecycle Management

### Staff Laptop Lifecycle

We target staff laptop updates every three to four years. Every year we order extra devices to ensure replacement devices are available. Device that have completed their standard duty cycle may be reused in other areas in the district.

### Staff Desktop & Presentation Station Lifecycle

A presentation station is the technology used by a teacher to share information during class. This typically includes a computer, projector or display screen, and other peripherals such as a document camera.

Office desktop and classroom presentation stations computers should be updated every four to five years. This sheet describes the desktop and classroom presentation stations in our buildings.

Display screens and projectors should be replaced every five to seven years.

### Student Device Lifecycle

## Technology Lifecycle Management

### Staff Laptop Lifecycle

We target staff laptop updates every three to four years. Every year we order extra devices to ensure replacement devices are available. Devices that have completed their standard duty cycle may be reused in other areas in the district.

### Staff Desktop & Presentation Station Lifecycle

A presentation station is the technology used by a teacher to share information during class. This typically includes a computer, projector or display screen, and other peripherals such as a document camera.

- Office desktop and classroom presentation stations computers should be updated every four to five years. This sheet describes the desktop and classroom presentation stations in our buildings.
- Display screens and projectors should be replaced every five to seven years.

### Student Device Lifecycle

Devices are assigned to each student. [This google sheet describes the rotation cycle for devices in the district](#). Students are assigned a device in grade K, 3, 6, and 9.

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		<p><b>Switch and Virtual Environment Lifecycle</b></p> <p>The plan is to have updated all switches by the end of Fall 2021.</p> <p><b>Windows Servers</b></p> <p>We are currently looking into pricing to upgrade our windows servers or move them to a cloud based support platform.</p>
13	<p><b>Change Management</b></p> <p>Technology is constantly changing in schools. We need controls to ensure changes are planned to minimally affect end users. Changes should also be well communicated to stakeholders through the technology updates document.</p> <p><b>Server Updates</b></p> <p>Maintaining servers requires periodic updates and scheduled downtime. When possible, updates should be scheduled after Friday after 5:30pm or on weekends. Emergency maintenance may be necessary. All servers are checked daily at 5:30 a.m. to ensure continuity of services. Any server updates which require downtime needs to be scheduled with staff to minimize negative effects. When possible, schedule server restarts during off hours.</p>	<p><b>Change Management</b></p> <p>Technology is constantly changing in schools. We need controls to ensure changes are planned to minimally affect end users. Changes should also be well communicated to stakeholders through the Manawa Tech Info google classroom or district-wide emails.</p> <p><b>Server Updates</b></p> <p>Maintaining servers requires periodic updates and scheduled downtime. When possible, updates should be scheduled after Friday after 5:30pm or on weekends. Emergency maintenance may be necessary. All servers are checked daily at 5:30 a.m. to ensure continuity of services. Any server updates which require downtime needs to be scheduled with staff to minimize negative effects. When possible, server restarts are scheduled during off hours.</p> <p><b>Allowed Google Apps</b></p> <p>Students are only allowed to install Google apps which have been pre-approved for student use. Staff and students may request apps to be installed by opening a help desk ticket.</p>



	<p><b>Allowed Google Apps</b></p> <p>Students are only allowed to install Google apps which have been pre-approved for student use. Staff and students may request apps to be installed by opening a help desk ticket. Application which require students to create accounts or submit information are subject to the student privacy review before approval.</p> <p><b>Allow or Block Website</b></p> <p>Our network security infrastructure includes a firewall and web filter. These systems prevent students from accessing websites considered inappropriate or dangerous. Sometimes educational content are incorrectly block. Also, content which should be blocked is allowed. Staff and students are encouraged to contact the director of technology to suggest any website to block or unblock.</p>	<p>Applications which require students to create accounts or submit information are subject to the student privacy review before approval.</p> <p><b>Allow or Block Website</b></p> <p>Our network security infrastructure includes a firewall and web filter. These systems prevent students from accessing websites considered inappropriate or dangerous. Sometimes educational content is incorrectly blocked. Also, content which should be blocked is allowed. Staff and students are encouraged to contact the director of technology to suggest any website to block or unblock.</p>
14	<p><b>Anti-Virus Protection</b></p> <p>The SDM uses the Microsoft antivirus packages on Windows 10.</p> <p>Windows 10: Windows Defender with the addition of Blackberry Cylance</p>	<p><b>Anti-Virus Protection</b></p> <p>The SDM uses the Microsoft antivirus packages on Windows 10.</p> <p>Windows 10: Windows Defender with the addition of Blackberry Cylance</p>



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## Administrative Computing

### Goals

- Use district website to better share information with staff and families.
- Further automate student account creation where possible based on Skyward data.

### Strategy

#### School Website

The district has entered into an agreement with CMS4Schools to design a custom design ManawaSchools.org. Our plan is to complete the website late October or early November.

#### Account Automation

Many of our systems allow for student and staff accounts to be automatically created. We will better leverage student data from Skyward to automate where possible.

## Administrative Computing

### School Website

This website is an important tool to share information with staff, students, and the greater community.

### Account Automation

Students' accounts are automatically created or suspended based on their status in Skyward. This limits the risk of former students abusing Google accounts after leaving the district.

## Student Devices

- 6th Grade Chromebooks: 6-8 year replacement cycle. We should stagger the replacement

## Student Devices

- The district needs to purchase about 240 devices annually to support the

### School District of Manawa

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Manawa, WI 54949

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

### Little Wolf High School Manawa Middle School

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### Manawa Elementary

800 Beech Street  
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Phone: (920) 596-2238  
Fax: (920) 596-5339

### ManawaSchools.org



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	<p>of these devices to spread the cost over multiple years.</p> <ul style="list-style-type: none"> <li>● 9th-12th Grade Chromebooks: Student will receive new devices in their 9th grade and use them through their senior year.</li> <li>● Elementary Carts: 4-5 year replacement cycle. Like the 6th grade chromebooks we should aim to stagger the replacement cost over multiple years.</li> <li>● Computer Labs:             <ul style="list-style-type: none"> <li>○ Engineering lab: This lab has been configured to allow for upgrades. So, we should be able to use the equipment for 7-8 years. Due to the cost we may need to stagger device replacement.</li> <li>○ Mac Lab: These devices need to be on a 6-7 year replacement cycle. 2 of the devices cannot be updated and are due to be replaced. We will use SSDs to extend the life cycle of the Mac Lab</li> </ul> </li> </ul>	<p>district-wide 1-to-1 Chromebook program.</p> <ul style="list-style-type: none"> <li>● Computer Labs:             <ul style="list-style-type: none"> <li>○ Engineering lab: This lab has been configured to allow for upgrades. So, we should be able to use the equipment for 5-7 years. Due to the cost we may need to stagger device replacement.</li> <li>○ Mac Lab: These devices need to be on a 6-7 year replacement cycle. Due to the cost we may need to stagger device replacement. We will use SSDs to extend the life cycle of the Mac Lab</li> </ul> </li> </ul>
N/A		Throughout Document: Included external document references as appendices.



## OCR Compliance

The SDM Technology Plan will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this plan is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the plan will be brought back to the Board of Education for approval.

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# School District of Manawa

Technology Plan



## SDM Technology Plan Update

Submitted June 2022



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# Successful Technology Plan

## What is a Technology Plan

At its most basic level, a technology plan is a high-level strategy that details where your organization is now and where it wants to go in the future with respect to technology and infrastructure. Some plans concentrate on the acquisition of hardware or the development of network infrastructure. This plan includes how classroom technology is used to enhance learning.

These are important components of an effective plan. Barnet (2001) has clearly and succinctly defined 10 essential elements of a successful technology plan.

- Create a vision
- Involve all stakeholders
- Gather data
- Review the research
- Integrate technology into the curriculum
- Commit to professional development
- Ensure a sound infrastructure
- Allocate appropriate funding and budget
- Plan for ongoing assessment and monitoring
- Prepare for tomorrow

## Why is a Technology Plan Important

Having a technology plan helps you prioritize and allocate your resources appropriately in order to achieve your goals on time and within budget. It provides transparency with respect to the goals and, by extension, creates greater buy-in from leadership and staff. (Stockert 2017)

***Note: This handbook includes several links to other resources. It is recommended that this document is read electronically instead of printed.***

# Technology Needs Assessment

## Technology Infrastructure Lifecycle

This included a long-term plan for replacement of essential infrastructure equipment. This plan should estimate the cost and suggest a potential source for funding.

- Storage devices
- UPS equipment
- Data backup and recovery
- Moving Data structures to the cloud

## Expanded Disaster Recovery Plan

Plan for and implement improvements to our disaster recovery process to limit risk to malware attacks including phishing and ransomware.

## Desktop Office and Presentation Station Lifecycle

Desktop computers in all offices and classrooms life cycle will be extended by the use of Solid State Drives.

## Technology Goals

<b>Task</b>	<b>Description</b>	<b>Target Date</b>
Technology PD Planning	Continue to develop technology PD plan	End of SY 2022-23
Improve Disaster Recovery Plan	Improve DR plan to address ransomware threats.	End of SY 2022-23
District-wide adoption of ISTE framework	Continue implementation of ISTE standards.	End of SY 2022-23

## Teaching, Learning, and Technology Integration

TLTI is the plan to support the effective use of technology in the classroom. Technology should allow students to learn more efficiently or in ways not otherwise possible. TLTI is about supporting teachers as they integrate technology into instruction.

### Chromebook 1-to-1 Program

Technology is a key component of the modern school environment. The School District of Manawa provides each student with a Chromebook device for school use. The following documents describe the SDM Chromebook program in greater depth.

- [SDM Chromebook Program: Program Handbook](#) (See Separate Handbook)
- [Chromebook Rotation](#)
- [Technology Acceptable Use and Safety Form](#) (See Appendix A)
- [Software Security, Privacy, and Safety Rubric](#) (See Appendix B)

### Professional Development

A successful professional development program prepares teachers (and, in turn, students) to use technology effectively in their classroom.

#### Planning and Implementing Professional Development

- [Standards for Professional Learning, Learning Forward](#)
- [ISTE Standards for Teachers, International Society for Technology in Education](#)
- [Triple E Framework, Liz Kolb](#)

### Student Data Privacy

School districts are trusted with sensitive student data. As good stewards of this data the SDM established a process for reviewing third-party software applications to ensure data is used only for educational purposes.

This [Software Security, Privacy, and Safety Rubric](#) (Appendix B) grades the software across seven key metrics. Reviewed online services are described in the [SDM Online Reviewed Services](#) (Appendix C) document. Any software product must be reviewed before student accounts are created or student data is shared.

## Digital Learning Tools & Resources

Digital learning tools and resources include hardware, software, peripheral devices, and other tools used to create or support learning activities.

### Software Basic Load

The basic load is the default software available on teacher devices.

Software	Notes	License Cost
Microsoft Windows 10 Professional	License typically included with new hardware. Windows 7 is phased out during the 2023-24 school year.	N/A Or \$110.00
Google Chrome	Web browser	N/A
Mozilla Firefox	Web browser	N/A
Google Drive File Stream	Cloud file software	N/A
Adobe Acrobat Reader	PDF viewing software	N/A
Promethean	<b>Teachers with Promethean boards only</b>  Includes the latest version of Active Driver and Active Inspire. Licenses included with Promethean hardware.	N/A
Sharp Pen	<b>Teachers with Sharp Aquos boards only</b>  Includes the latest version of active pen software. License included with device.	N/A
HoverCam Flex	<b>Teachers with HoverCam document cameras only</b>  Latest version of HoverCam software.	N/A
IPEVO Presenter	<b>Teachers with IPEVO document Cameras only</b>  Latest version of IPEVO presenter software.	N/A
Microsoft Office	<b>Secondary Math Teachers Only</b>  Office productivity software for Math teachers. Needed for equation notation features.	\$60.00

### Specialized Software

#### Art Macintosh Lab Software

Software	Notes	License Cost
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Adobe Photoshop Elements	Installed on all lab computers.	\$72.00

Secondary Special Education Software

<b>Software</b>	<b>Notes</b>	<b>License Cost</b>
Bookshare	Online repository of accessible content. Only available to students with print disabilities. Available on Chrome OS and Windows.	N/A
Read2Go	iOS iPad application which integrates with Bookshare.	\$20.00



## Software Subscriptions

This is a list of software subscriptions available to staff & students.

Product	Description
Kami	Allows students to edit PDF files as part of assignments.
Pear Deck	Allows teachers to host interactive slideshow sessions with students.
Typing Tastic	Interactive typing lesson targeted to elementary students.
Edpuzzle	Innovative service allows teachers to wrap lessons around YouTube videos. Tracks if students watch video and prompts them for questions during video.
SeeSaw	Learning management system for elementary students.
Read&Write	Text to speech and speech to text tool for Chromebooks. Purchased for students with special needs. Available for all staff and students.
Buncee	Online content creation tool for teacher or student. Allows them to create interactive presentations
Other subscriptions may be available through the media center using library funds.	

## Selecting and Evaluating Hardware, Software, and Devices

Teachers should have a voice in choosing their available tools. A selection committee will be able to provide valuable information about how software features will impact classrooms. An evaluation rubric customized to the specification of the committee should guide the selection process. Large purchases over \$10,000 require a request for proposal (RFP) as part of the purchase process.

Any software used by students shall also meet district standards regarding student data privacy.

## Teaching & Learning Support

### Staff Communication

### Incident & Problem Management

When a device or service does not work properly the end user contacts the help desk for assistance in resolving the issue. This issue is referred to as an **incident** and is tracked as a help desk ticket. A collection of related incidents is called a **problem**. The technology director shall document problems, determine the scope in the schools, create and implement a plan to fix with the least amount of disruption.

- Instructions for submitting an incident may be found in this document: [Help Desk Tickets](#) (Appendix D)
- The technology directors engagement style is to be present in each building for some part of the day making regular check ins with key people in the district. (front desk personnel) as well as walking through the halls and checking with teachers on a daily basis

## Technology Lifecycle Management

### Staff Laptop Lifecycle

We target staff laptop updates every three to four years. [A schedule is organized in this Google sheet.](#) I am working with various staff to determine the viability of using professional level Chromebooks as a replacement for Windows OS laptops. With a costs savings of over 50%. Staff scheduled to receive an updated laptop for the summer of 2022 is included in Appendix E. Every year we order extra devices to ensure replacement devices are available. Devices that have completed their standard duty cycle may be reused in other areas in the district.

### Staff Desktop & Presentation Station Lifecycle

A presentation station is the technology used by a teacher to share information during class. This typically includes a computer, projector or display screen, and other peripherals such as a document camera.

- Office desktop and classroom presentation stations computers should be updated every four to five years. This sheet describes the desktop and classroom presentation stations in our buildings. We are also extending the life cycle of these units with the use of SSDs
- Display screens and projectors should be replaced every five to seven years.

### Student Device Lifecycle

Devices are assigned to each student. [This google sheet describes the rotation cycle for devices in the district.](#) Students are assigned a device in grade K, 3, 6, and 9. The pandemic has seen a change in Google's life cycle sequence. Historically it was 3 years and now is 8 years of support and updates. This will allow the school district to save money on refreshing old systems.

### Switch and Virtual Environment Lifecycle

All network switching has been updated and configured to handle all wifi, telephony, and data requirements. After the updates there has been a significant drop in loss of wifi, telephony issues and network connection issues.

### Windows Servers

Our Windows servers are 2008 and 2016. Both software platforms are End of Life (EOF) as such we are looking into replacement or moving all data into the cloud to avoid replacement costs and future upgrade issues.

## Change Management

Technology is constantly changing in schools. We need controls to ensure changes are planned to minimally affect end users. Changes should also be well communicated to stakeholders through the **Manawa Tech Info** google classroom or district-wide emails.

## Server Updates

Maintaining servers requires periodic updates and scheduled downtime. When possible, updates should be scheduled after Friday after 5:30pm or on weekends. All servers are inspected daily at 5:30 a.m. to ensure continuity of services. Emergency maintenance may be necessary. Any server updates which require downtime needs to be scheduled with staff to minimize negative effects. When possible, server restarts are scheduled during off hours.

## Allowed Google Apps

Students are only allowed to install Google apps which have been pre-approved for student use. Staff and students may request apps to be installed by opening a help desk ticket. Applications which require students to create accounts or submit information are subject to the student privacy review before approval.

## Allow or Block Website

Our network security infrastructure includes a firewall and web filter. These systems prevent students from accessing websites considered inappropriate or dangerous. Sometimes educational content is incorrectly blocked. Also, content which should be blocked is allowed. Staff and students are encouraged to contact the director of technology to suggest any website to block or unblock.

# Network Operations

## Goals

We have three main goals for network operations. First we need to improve our disaster recovery strategy. Second, key hardware and software systems need a maintenance plan. Finally, our network infrastructure needs to be thoroughly documented.

## Strategy

### Documentation

Detailed documentation of the network infrastructure is of critical importance. We will need several weeks to explore and document the existing systems. CESA has been invaluable in getting us started. Passwords are secured using a password management tool. CESA has access to this password management tool to ensure essential information is preserved.

### Anti-Virus Protection

The SDM uses the Microsoft antivirus packages on Windows 10. Due to cyber insurance we will be looking to another antivirus package due to the changing nature of the cyber attack vectors.

### Disaster Recovery

During the fall of 2021 we installed a new backup solution. This will greatly improve our redundancy. It will also allow us to "spin up " a compromised server in the cloud to maintain our continuity of services. At the request of the insurance company we are looking into encrypted and Write Once Read Many (WORM)/immutable backups.

## Administrative Computing

### School Website

We are in the process of OCR compliance and projected to have this completed by spring of 2023. This website is an important tool to share information with staff, students, and the greater community.

### Account Automation

Students' accounts are automatically created or suspended based on their status in Skyward. This limits the risk of former students abusing Google accounts after leaving the district.

We are in the process of configuring Skyward to allow students and their families to register and enroll online. This process has been successful for the summer school 2022 session with a 95% utilization rate. This has reduced front office paper handling and data entry by significant margins. We are hoping to have this available for the fall 2022-2023 school year.

Internal controls automation with Skyward.

We are in the process of configuring Skyward to allow staff to generate various requests and reports without the intervention of a frontdesk employee. This will be an ongoing process as data demands change over time and thus the requests will change.

## Planning & Budgeting

### Staff Devices

- Teacher Laptops: 5-6 year replacement cycle
- Office Staff Desktops: 6 year replacement cycle

### Student Devices

- The district needs to purchase about 240 devices annually to support the district-wide 1-to-1 Chromebook program.
- Computer Labs:
  - Engineering lab: This lab has been configured to allow for upgrades. So, we should be able to use the equipment for 5-7 years. Due to the cost we may need to stagger device replacement.
  - Mac Lab: These devices need to be on a 6-7 year replacement cycle. Due to the cost we may need to stagger device replacement. Due to cost and availability of computer chips we will be updating the existing hardware with SSD to get another 2 to 5 years in the life cycle of these systems.

### Infrastructure

- Switches: Every switch has been updated and configured to be meet security compliance through 2028.
- Server Operating Systems: will be rebuilt or moved to the cloud by Fall semester of 2022
- WiFi Access Points: Access points will be upgraded during the 2021-22 school years as access points become available.
- Where possible we need to stagger expensive costs across multiple years.

## References

Barnett, H. (2001). Successful K-12 technology planning: Ten essential elements. (ERIC Digest). Syracuse, NY: ERIC Clearinghouse on Information and Technology. (ERIC No. ED457858)

Stockert, Tim (2017). "How to Create a Technology Plan (Yes, You Need One)." Interpretation, 9 June 2017, [www.coablog.org/home/2017/6/9/how-to-create-a-technology-plan](http://www.coablog.org/home/2017/6/9/how-to-create-a-technology-plan).



# Appendix A: Technology Acceptable Use and Safety Form

[Electronic Version of Document](#)

# Appendix B: Software Security, Privacy, and Safety Rubric

[Electronic Version of Document](#)

## Appendix C: SDM Online Reviewed Services

[Electronic Version of Document](#)

## Appendix D: Help Desk Tickets & Work Orders

[Electronic Version of Document](#)

**INTERGOVERNMENTAL COOPERATIVE 66:03 AGREEMENT**

This AGREEMENT is made by and between the Boards of Education of the Weyauwega-Fremont School District and the School District of Manawa.

The PARTIES hereby mutually agree pursuant to Section 66:03 of the Wisconsin Statute as follows:

1. That the parties agree and contract for the services of an Occupational Therapist Assistant (OTA) and oversight by an Occupational Therapist (OT) hereinafter set forth.
2. That this agreement be established for the 2022-2023 school year.
3. That the School District of Weyauwega-Fremont is to be the operator and fiscal agent of OTA / OT and shall contract with such to provide services pursuant to this agreement.
4. That the fiscal agent district will include all program expenditures and receipt into Fund 27.
5. That each district shall pay the following share for the costs listed below:
  - a. For 100% contract, the School District of Weyauwega-Fremont is to pay 60% and the Manawa School District will pay 40% of salary, and all fringe benefits including but not limited to retirement, social security, health, dental, LTD, and life insurance, worker’s compensation, legal and accounting services, litigation expenses and monetary awards by courts and agencies regardless of when said costs are incurred.
  - b. In the event of mutually beneficial professional development programs attended by the OTA, each district will pay a prorated sum for registration and expenses. If a professional development activity is requested by one district, and it is not beneficial to the other, the requesting district agrees to assume all costs for attendance.
6. Each district will be responsible for supplies and/or equipment for occupational therapy services.
7. Travel pay will be paid within the district only and not for travel between districts. Each district will be responsible for paying directly to the OTA whatever job related travel expenses have been incurred and at the usual reimbursement rates paid by each district.
8. The School District of Weyauwega-Fremont as fiscal agent shall invoice the Manawa School District in January and June during the 2022-23 fiscal year.
9. That notice of intent to not renew this agreement by any party shall be submitted in writing to the operator and fiscal agent not later than June 6, 2023.
10. The estimated costs are attached hereto and incorporated herein by reference and includes all cost and cost sharing information for each of the participants.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
President, Board of Education  
Weyauwega-Fremont School District

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
President, Board of Education  
School District of Manawa



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

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 6/17/2022  
**Re:** Occupational Therapy Services Agreement

---

In this packet you will find the 66.03 agreement between the School District of Manawa (SDM) and Weyauwega-Fremont School District (WFSD) to share Occupational Therapy (OT) Services. WFSD will hold the contract and the salary will be for \$49,000. Benefits have not been selected. The highest WFSD benefit package costs \$24,847, bringing the total to \$73,847. Forty percent (40%) of this costs is \$29,538.80. There will also be a shared cost for an OT supervisor, WFSD will secure this amount in the coming weeks.

This past school year, the SDM paid \$36,920 for virtual OT services.