

School District of Manawa

Board of Education Agenda

July 22, 2019



**Enter LWJr./Sr.HS @ Door H20 at the Back of the Building
Near the Art Room; Follow Signs to the Library Entrance**

1. Call to Order – President Johnson – **7:00 p.m.** – LWJr./Sr.HS Library, 515 E. 4th St.
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Presentations:
 - a. Q12 Survey Strategies
 - b. Reading Specialist Annual Report - Mrs. Sernau
 - c. Hoffman Planning Design & Construction Inc. Update
6. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
7. Consent Agenda
 - a. Approve Minutes of June 17 and 26, 2019 Board Meetings
 - b. Treasurer’s Report/Approve Expenditures & Receipts
 - c. Donations:
 - i. TOSA Foundation Donation \$14,873.67 for WTI Round 13 Grant - Makerspace Equipment, Visit Other Districts, Attend WTI Events
 - ii. Amcor Foundation on Behalf of Pat O’Brien, \$800 for Manawa Softball Program
 - iii. Manawa Rodeo Committee \$75 for 2nd Place SDM Float Prize for Urgent Needs Funds
 - iv. Sacred Heart Parish \$500 for Project Backpack
 - d. Accept Resignation of Athletic & Activities Director, Skylar Liebrecht as Presented
 - e. Accept Resignation of Donna Starry, ES Clerical / Health Para as Presented
 - f. Consider Approval of Gr. 7-8th Gr. Volleyball Coaches for SY1920 as Presented
 - g. Consider Approval of Volunteer Gr. 7-8 Football Coaches for SY1920 as Presented
 - h. Consider Approval of Washington D.C. Overnight Trip for May 14-19, 2021 as Presented
8. Any Item Removed from Consent Agenda
 - a.
 - b.
9. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
10. Correspondence: No Correspondence this Month
11. Board Recognition: No Recognition this Month
12. District Administrator’s Report:
 - a. Legislative Update
 - b. MS/HS Groundbreaking Ceremony & MES Ribbon Cutting Ceremony
 - c. All Staff District Inservice
13. School Operations Reports:
 - a. ES Principal: Highlights - Included in Board Packet

- b. HS Principal: Highlights - Included in Board Packet
- 14. Business Related Reports:
 - a. Highlights - Included in Board Packet
- 15. Director's Reports:
 - a. Curriculum / Special Education Director Highlights
 - i. Seclusion and Restraint Report 2018
 - b. Technology Director Highlights
- 16. Board Comments:
 - a.
 - b.
- 17. Committee Reports:
 - a. Curriculum Committee
 - i. Prom Handbook for SY1920
 - ii. Academic Standards for SY1920
 - iii. LWJr./Sr.HS Student Handbook Updates for SY1920
 - iv. MES Student Handbook Updates for SY1920
 - v. Library Plan for SY1920
 - b. Finance Committee
 - i. Consider SY1920 Fundraisers
 - ii. Review State Budget Implications and Local Impact
 - iii. Discussion on Process for Approving Bid Package #2
 - iv. Approve SY1920 Technology Bids
- 18. Unfinished Business:
 - a. Consider Approval of Policy Updates Vol. 28 No. 1 + Safety Update as Presented
 - b. Consider Approval of Policies with Email Address Updates: 1623, 3123, 4123 as Presented
- 19. New Business:
 - a. Consider Approval of Process for Approving Referendum Bid Package #2 as Presented
 - b. Consider Approval of the PSI Boring Proposal for Football Field - Update as Presented
 - c. Consider Approval of Asphalt or Grass Alternatives for Vacant Building Site - Quotes as Presented
 - d. Consider Approval of the 8000 Series Administrative Guidelines as Presented
 - e. Consider Approval of ag7540.04 - Staff Education Technology Acceptable Use and Safety
 - f. Consider Approval of ag5880 Public Performances by Students as Presented
 - g. Consider Approval of the Title I School-Wide Plan as Presented
 - h. Consider Approval of the Medical Advisory Position for SY1920 as Presented
 - i. Consider Approval of the Epinephrine Standing Order Protocol for SY1920 as Presented
 - j. Consider Approval of the WISHeS Illness and Injury Protocol Orders for SY1920 as Presented
 - k. Consider Approval of the Adoption of the Library Plan for SY1920 as Presented
 - l. Consider Approval of the Prom Handbook for SY1920 as Presented
 - m. Consider Approval of the Academic Standards for SY1920 as Presented
 - n. Consider Approval of the LWJr./Sr.HS Student Handbook Updates for SY1920 as Presented
 - o. Consider Approval of the of the MES Student Handbook Updates for SY1920 as Presented
 - p. Consider Approval of the SY1920 Fundraisers as Presented
 - q. Consider Approval of CDW-G's Technology Bid for SY1920 as Presented
 - r. RESOLUTION SY1920#1 WHEREAS, Section 119.25 (b) Wisconsin Statutes Provides That the School Board of the School District of Manawa May Authorize the Use of an

Independent Hearing Officer to Determine Pupil Expulsion From School; Such Authorization is Effective only During the School Year in Which it is Adopted

20. Next Meeting Dates:

- a. Aug. 5, 2019 - Student Registration & Picture Day - BOE Photo 9 a.m. to 7 p.m. LWHS Commons
- b. Aug. 6, 2019 – Finance Committee Mtg – 6:00 p.m. – HS Library
- c. Aug. 7, 2019 – Policy & Human Res. Committee Mtg – 6:00 p.m. – LWHS Library
- d. Aug. 8, 2019 – Curriculum Committee Mtg – 6:00 p.m. LWHS Library
- e. Aug. 8, 2019 – Board / Admin Retreat – Nondiscrimination Training 7:00 p.m. – MES Board Rm
- f. Aug. 14, 2019 – MS/HS Project Groundbreaking – 5:30-6:00 p.m.
- g. Aug. 14, 2019 – Spec BOE / Hoffman Update Mtg – 6:00 p.m. – LWHS Library
- h. Aug. 19, 2019 – Regular BOE Mtg – 7:00 p.m. – HS Library
- i. Aug. 20, 2019 - MES Site Project Grand Opening & Ribbon Cutting – 6:00-6:30 p.m.
- j. Sept. 16, 2019 - Regular BOE Mtg - 7:00 p.m. - ES Board Room
- k. Sept. 30, 2019 – Mental Health Community Meeting – City Hall Mtg Room 7:00 p.m.

21. Adjourn

PLEASE NOTE: Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible.

Public Participation at Board Meetings (Bylaws 0167.3)

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

Agenda Item

Any person or group wishing to place an item on the agenda shall register their intent with the District Administrator no later than fifteen (15) days prior to the meeting and include:

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

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

Public-Participation Section of the Meeting

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

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

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.

- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
 - a. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - b. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - e. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to fifteen (15) minutes, unless extended by a vote of the Board.
- J. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 - a. No obstructions are created between the Board and the audience.
 - b. No interviews are conducted in the meeting room while the Board is in session.
 - c. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

19.90, Wis. Stats.

Minutes of the June 17, 2019 Board of Education Meeting

The meeting was called to order by President Johnson at 6:03 p.m. – Little Wolf Jr./Sr. High School Library, 515 E. 4th St.

Motion by R. Johnson / Pohl to move into Closed Session at 6:02 pm. and move to Adjoining Classroom for Closed Session Pursuant to the Provisions of 19.85(1)(b)(c)(f), 118.21 and 118.22 Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Coaches, Teacher, Support Staff and Administrator Evaluations and 2) Background Checks. Motion carried by roll call: present – Forbes, Hollman, Pohl, R. Johnson, J. Johnson; Scheller arrived at 6:25 p.m.; absent - Pethke.

Motion by Hollman / R. Johnson to adjourn and reconvene in Open Session at 6:59 p.m. Motion carried by roll call: present – Scheller, Forbes, Hollman, Pohl, R. Johnson, J. Johnson; absent - Pethke.

Open session roll call: present – Scheller, Forbes, Hollman, Pohl, R. Johnson, J. Johnson; absent - Pethke.

Pledge of Allegiance

Verify Publication of Meeting - Dr. Oppor verified

Presentation: Q12 Survey Strategies - Dr. Oppor reported that the Administrators are working on fall in-service building activities, small groups, working together, build thinking around positive engagement and reinforcing Q12 again in the fall. Spring google version update in house and comparison from first year. Working on new strategies; data dig will be completed by administrators over the summer

Announcements: President Johnson thanked the following for their generous donations to the district: the Disabled American Veterans Chapter 53 of Manawa, \$400 for the HS Band Performances on Memorial Day, Manawa Youth Sports Association \$3,196.05 for Sand and Field Work on Field 2 and \$450 for Picnic Tables, WCA Group Health Trust Wellness Grant \$1,000 for District Wellness Program, InFaith Community Foundation \$1,500 for Heart of Gold Recipients (\$500 for each recipient 2017, 2018 and 2019).

Approved by Consent: the Minutes of the May 20, 2019 Board Meeting, Treasurer's Report/Approve Expenditures (\$342,199.63) and Receipts (59,975.25) Donations: Disabled American Veterans Chapter 53 of Manawa, \$400 for the HS Band Performances on Memorial Day, MYSA \$3,196.05 for Sand and Field Work on Field 2 and \$450 for Picnic Tables, WCA Group Health Trust Wellness Grant \$1,000 for District Wellness Program, InFaith Community Foundation \$1,500 for Heart of Gold Recipients 2017, 2018 and 2019 and approve the following: a 1.0 FTE Elementary Teacher for Gr. 1 for the SY1920 as presented, a 1.0 FTE Elementary Teacher for Kindergarten for the SY1920 as presented, approval of the Girls Basketball Coaches for SY1920 as Presented, approval of the Boys Basketball Coaches for SY1920 as presented, approval of the Athletic Trainer Agreement (ATC) for SY1920 with Orthopedic & Spine Therapy (OST) as presented, approval of the Youth Options Change for SY1920 as presented, approval of the School Calendar SY1920 correction and changes as presented.

Any Item Removed from the Consent Agenda: No items were removed from the Agenda.

Public Comments (Register to Speak Prior to Start of Meeting: there were no public comments.

Correspondence: a Thank You card was received from The Brigade for use of Building Facilities

Board Recognition: No Recognition this Month

District Administrator's Report: District Administrator Oppor reported on last week's Legislative breakfast; the state budget proposal on the table from joint finance committee; greatest concern if the governor used his authority to do a total veto of the budget which means the Legislature wouldn't convene again to deal with issues in joint finance until October. Medicare was also debated. Teacher shortage, a Dyslexia Handbook, reciprocity for college students, career and technical grants monies were doubled; new equipment grants for STEM activates; rural teacher recruitment grants; task force on suicide prevention unfunded mandates were also topics discussed. Non-Discrimination Training Planning seeking a trainer for a board / administrative retreat and an all-district staff training. Rodeo Parade Float Participation - looking for volunteers for a rodeo parade float; vinyl banners from Carbon Freckle; building for our future theme with elementary and high school students on the float wearing hardhats and holding blueprints as well as Wolfie the mascot: board member volunteers: Pohl, Scheller will ride the float; Russ Johnson will drive the float. #41 in the parade.

School Operations Reports: The Elementary and High School Principals Highlights were included in board packet.

Business Related Reports: The Business Manager's reports were included in the board packet including Highlights, May Food Service Report and Kobussen Transportation Report.

Director's Reports: the Curriculum / Special Education Director Highlights and the Technology Director Highlights were included in the board packet.

Board Comments:

Pohl shared that Mark Born, Rep. from Beaver Dam spoke about how constituents do influence bills; funding doubled for certain grants and he credits CESA 6 board member and administrator participation for the increase; CESA 6 input helps shape his agenda.

Vice President Johnson reported that he assisted with the pick-up of a piece of football field turf (15'x80') from the Minnesota Vikings field for the basement fitness center; the Manawa Booster Club paid \$1,100 for the turf.

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

Unfinished Business:

Plan Details for Mental Health Community Meeting – Monday August 12th at 6:30 p.m. in the large meeting room at City Hall if it's available. Data Dig will be completed in July; sequence of it: after the August community wide meeting, and any actions coming out of the August meeting will go to the October Annual meeting. Invitations will be to: Local and County Law enforcement, City and Township Councils, Waupaca County Board officials, representatives from Department of Health, and Human Services, UW-Extension Office, local Clergy, Chamber of Commerce members, St. Paul School administrator, DPI staff open to the public and to community members that have shown an interest. Notices will be on Cable TV Channel, in the July Wolfpack Express, and neighboring district administrators in Waupaca County.

Meeting Structure: will be a 90-minute meeting with a facilitator and a question / answer session.

New Business:

Motion by Pohl / Scheller to approve the Kindergarten Math Materials Request as Presented. Motion carried - Pethke absent.

Motion by R. Johnson / Hollman to approve the Homecoming Handbook as Presented. Motion carried - Pethke absent.

Motion by Scheller / Hollman to approve the Curriculum Mapping for HS Biology1, HS Biology 2, HS Human Biology, HS Physical Science as Presented. Motion carried - Pethke absent.

Motion by Forbes / R. Johnson to approve the Overcoming Obstacles Maps as Presented. Motion carried - Pethke absent.

Motion by Scheller / Pohl to approve a Wage Increase for SY1920 of 2.44% for Support Staff and Administrators Pending Positive Evaluations as Presented. Motion carried - Pethke absent.

Motion by Pohl / Hollman to approve the Elimination of Class Fees, Lyceum Fees, and Newspaper Fees as Presented. Clarified: Class fees are instructional fees (there will still be Class of 2019 class fees etc.). Motion carried - Pethke absent.

Motion by R. Johnson / Scheller to approve the of an Increase in Food Service Meal Prices for SY1920 as Presented. Motion carried - Pethke absent.

Motion by Forbes / R. Johnson to approve Student Assurance Services, Inc. as the Student Insurance Provider for SY1920 as Presented. Motion carried - Pethke absent.

Motion by Pohl / Scheller to approve RESOLUTION SY201819#17 AUTHORIZING THE ADOPTION OF THE WISCONSIN OPEB TRUST and CUSTODY AGREEMENT and APPOINTING THE TRUSTEE AND CUSTODIAN. Motion carried - Pethke absent.

Motion by Scheller / Forbes to approve the of RESOLUTION SY201819#18 AUTHORIZING THE ADOPTION OF THE WISCONSIN OPEB TRUST INVESTMENT ADVISORY AGREEMENT and APPOINTMENT OF INVESTMENT MANAGER. Motion carried - Pethke absent.

1st Reading of Policy Updates Vol. 28 No. 1 + Safety Update as Presented. The BOE will review and vote on these Policy Updates at the next regular board meeting July 22nd.

Motion by Forbes / R. Johnson to approve the Updates to ag8500A Negative Food Balance as Presented. Motion carried - Pethke absent.

1st Reading of Policies with Email Address Updates on Policies 1623, 3123, 4123 as Presented. The BOE will review and vote on these Policy changes at the next regular board meeting July 22nd.

Motion by Hollman / R. Johnson to approve the SY1920 Prime Vendor for Food Service as Presented. Motion carried - Pethke absent.

Motion by R. Johnson / Hollman to approve the SY1920 Dairy Contract as presented. (Engelhardt Dairy) Motion carried - Pethke absent.

Motion by Scheller / Hollman to approve the SY1920 Bread Contract as Presented. Motion carried - Pethke absent.

Next Meeting Dates:

June 26, 2019 – Special BOE Mtg/B & G Comm – Hoffman Update – 5:30 p.m. – LWHS Library
July 8, 2019 - Finance Committee Mtg – 5:00 p.m. – LWHS Library

July 8, 2019 – Curriculum Committee Mtg – 6:00 p.m. – LWHS Library
July 15, 2019 – Policy & Human Res. Committee Mtg – 5:00 p.m. – LWHS Library
July 22, 2019 – Regular BOE Mtg – 7:00 p.m. – LWHS Library
Aug. 5, 2019 - Student Registration & Picture Day - BOE Photo 9 a.m. to 7 p.m. LWHS Commons
Aug. 12, 2019 – Mental Health Community Meeting – City Hall Mtg Room 7:00 p.m.
Aug. 14, 2019 – MS/HS Project Groundbreaking – 5:30-6:00 p.m.
Aug. 19, 2019 – Regular BOE Mtg – 7:00 p.m. – HS Library
Aug. 20, 2019 MES Site Project Grand Opening & Ribbon Cutting – 6:00-6:30 p.m.

Motion by Hollman / Pohl to adjourn at 8:02 p.m. Motion carried – Pethke absent.

Jeanne Frazier, Recorder

Minutes of the June 26, 2019 Special BOE Meeting / Buildings & Grounds

Call to Order – President Johnson – 5:47 p.m. – Little Wolf Jr./Sr. High School Library - 515 E. 4th St.
Pledge of Allegiance
Roll Call Scheller, Forbes, Hollman, Pethke, R. Johnson, J. Johnson. Absent: Pohl
Verify Publication of Meeting

Unfinished Business:

Motion by Scheller / Hollman to approve the Hire of a 1.0 FTE Elementary Teacher for Gr. 1, Casey Johnson for the SY1920 as Presented. Motion carried.

New Business:

Motion by Pethke / Scheller to Accept the Resignation from Sandi Anderson, Food Service Employee as Presented. Motion carried.

Motion by Scheller / R. Johnson to approve the Pollution Insurance Recommendation as Presented. Motion carried.

Presentation on Interior Design - Jody Andres, Hoffman Planning, Design & Construction
Flooring final finishes for final review. Finishes would be the same in both buildings as it is most economical. Porcelain floor tiles and wall tiles will be placed the remodeled and new bathrooms. Epoxy tile for the shower rooms. Vinyl tile no waxing or stripping of floors. If we don't go with the vinyl tile the alternative option would be polished concrete stain. Fitness center flooring rubber athletic flooring. Solid surface on the window sills. Paint colors in hues of gray, black and red. Building Project Progress Update - Hoffman Planning, Design & Construction

Focus group suggested for sports memorabilia in the entry for athletic entrance. Front entrance would have a 25-foot accent wall.

Reusing the old elementary aggregate and reusing for the current Elementary school starting next week.

High School washing the masonry, Roofing project underway at the HS. abatement of asbestos starting on July 8th. Everything is on schedule. The BOE will have access to photos in Procure.

Hoffman will get a price of removing the old elementary pavement areas to greenspace as an option.

Update from CD construction architectural, structural, electrical, plumbing and HVAC.

Motion by Scheller / R. Johnson to approve the Construction Documents for Bid Package #2 as Presented. Motion carried.

Cost of \$1,450.00 for building and grounds budget as well. Two 10-foot-deep bores. Need determination of the number of soil bores.

Motion by R. Johnson / Scheller to table PSI Proposal for Football Field Soil Borings. Motion carried.

Next Meeting Dates:

July 6, 2019 - Notice of BOE Participation in Manawa Rodeo Parade - District Float

July 8, 2019 - Finance Committee Mtg – 5:00 p.m. – LWHS Library, July 8, 2019 – Curriculum Committee

Mtg – 6:00 p.m. – LWHS Library, July 15, 2019 – Policy & Human Res. Committee Mtg – 5:00 p.m. – LWHS

Library, July 22, 2019 – Regular BOE Mtg – 7:00 p.m. – LWHS Library, Aug. 5, 2019 - Student Registration & Picture Day - BOE Photo 9 a.m. to 7 p.m. LWHS Commons, Tentative Aug. 8, 2019 - BOE/Administrator Retreat - 7:00 p.m. - MES Board Room, Aug. 12, 2019 – Mental Health Community Meeting – City Hall Mtg Room 7:00 p.m., Aug. 14, 2019 – MS/HS Project Groundbreaking – 5:30-6:00 p.m. Special Board Meeting 6:00-8:00 HS Library; Aug. 19, 2019 – Regular BOE Mtg – 7:00 p.m. – HS Library, Aug. 20, 2019 MES Site Project Grand Opening & Ribbon Cutting – 6:00-6:30 p.m.

Motion by Forbes/Hollman to Adjourn at 7:27 p.m. Motion carried.

Bobbi Jo Pethke, Clerk

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
79889	MARSHFIELD CLINIC	P9	06/15/2019	Payroll accrual	GENERAL FUND/GARNISHMENT DEDUCTION	0	182.68
						Totals for 79889	182.68
79890	HUDL	062019	06/20/2019	BOYS VARSITY FOOTBALL UNLIMITED GAME AND SCOUT	GENERAL FUND/COMPUTER SOFTWARE PROGRAMS/BOYS FOOTBALL	4001900327	900.00
79890	HUDL	062019	06/20/2019	BOYS VARSITY FOOTBALL UNLIMITED GAME AND SCOUT	GENERAL FUND/COMPUTER SOFTWARE PROGRAMS/BOYS FOOTBALL	4001900327	1,000.00
						Totals for 79890	1,900.00
79891	ALLIANT ENERGY	JPAP62	06/21/2019	GAS - ELEMENTARY SCHOOL - 5/7/19 - 6/7/19	GENERAL FUND/GAS FOR HEAT/OPERATION	1011900059	830.27
79891	ALLIANT ENERGY	JPAP62	06/21/2019	#4706230000 - CONCESSIONS - (5/1/19 - 6/3/19)	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4001900135	30.87
79891	ALLIANT ENERGY	JPAP62	06/21/2019	NEW SIGN - ELEC - 5/6/19 - 6/6/19	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4001900135	31.73
79891	ALLIANT ENERGY	JPAP62	06/21/2019	PAES LAB - ELECTRIC & GAS - 5/7/19 - 6/7/19	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	271900083	45.52
79891	ALLIANT ENERGY	JPAP62	06/21/2019	PAES LAB - ELECTRIC & GAS - 5/7/19 - 6/7/19	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS	271900083	45.51
79891	ALLIANT ENERGY	JPAP62	06/21/2019	MES Electric (6 months)	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1011900060	5,048.14
79891	ALLIANT ENERGY	JPAP62	06/21/2019	HS Electric - 5/7/19 - 6/7/19	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4001900135	9,027.56
79891	ALLIANT ENERGY	JPAP62	06/21/2019	#4740620000 - LWHS GAS - 5/7/19 - 6/7/19	GENERAL FUND/GAS FOR HEAT/OPERATION	4001900136	640.77
						Totals for 79891	15,700.37
79892	AMAZON CAPITAL SERVI	JPAP62	06/21/2019	WIT Grant Order - Items that were dropped from the initial order.	GENERAL FUND/NON-CAPITAL EQUIPMENT/LIBRARY MEDIA	1011900099	180.15
79892	AMAZON CAPITAL SERVI	JPAP62	06/21/2019	Security Camera Project - Cable for new camera	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	8001900030	2,400.90
79892	AMAZON CAPITAL SERVI	JPAP62	06/21/2019	IT cables, bulk headphones, cable management, cleaning equipment ** NOTE: An accompanying budget transfer	GENERAL FUND/COMPUTER SUPPLIES/ADMINISTRAT IVE TECHNOLOGY SERV	4001900315	499.68

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				should cover this requisition cost. **			
79892	AMAZON CAPITAL SERVI	JPAP62	06/21/2019	Replacement projector lamps	GENERAL FUND/COMPUTER SUPPLIES/ADMINISTRAT IVE TECHNOLOGY SERV	8001900031	129.93
						Totals for 79892	3,210.66
79893	CPI	JPAP62	06/21/2019	NVCI WORKBOOKS	GENERAL FUND/TEXTBOOKS & WORKBOOKS/INSTRUCTIO NAL STAFF TRAINING	271900113	817.95
						Totals for 79893	817.95
79894	FOLLETT SCHOOL SOLUT	JPAP62	06/21/2019	Final Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4001900321	358.50
						Totals for 79894	358.50
79895	ISLAND MUSIC INC	JPAP62	06/21/2019	BASS CLARINET	GENERAL FUND/GENERAL SUPPLIES/INSTRUMENTA L MUSIC	0	65.00
						Totals for 79895	65.00
79896	NORTH EASTERN WISCON	JPAP62	06/21/2019	Open PO for OT bills	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	271900095	174.00
						Totals for 79896	174.00
79897	BADGER SPORTING GOOD	JPAP62	06/27/2019	YOUTH FOOTBALL CAMP T-SHIRTS FOR SUMMER SCHOOL	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	445.75
79897	BADGER SPORTING GOOD	JPAP62	06/27/2019	YOUTH WRESTLING CAMP T-SHIRTS FOR SUMMER SCHOOL	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	73.05
						Totals for 79897	518.80
79898	REMINGTON'S QUALITY	JPAP62	06/27/2019	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	26.86
79898	REMINGTON'S QUALITY	JPAP62	06/27/2019	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	1.59
79898	REMINGTON'S QUALITY	JPAP62	06/27/2019	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	5.03
79898	REMINGTON'S QUALITY	JPAP62	06/27/2019	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	6.00
79898	REMINGTON'S QUALITY	JPAP62	06/27/2019	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	51.98

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
79898	REMINGTON'S QUALITY	JPAP62	06/27/2019	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	127.17
						Totals for 79898	218.63
79899	SCHOOL DISTRICT OF I	JPAP62	06/27/2019	SUMMER SCHOOL SWIMMING LESSONS (40 @ \$28.00)	GENERAL FUND/PERSONAL SERVICES/UNDIFFERENT IATED CURRICULUM	0	1,120.00
						Totals for 79899	1,120.00
79900	THE OFFICE TECHNOLOG	JPAP62	06/27/2019	Lease for 70 Chromebooks \$1,008.56/month	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	8001900015	916.87
						Totals for 79900	916.87
79901	VALLEY SCREENPRINT I	JPAP62	06/27/2019	SUMMER SCHOOL GIRLS YOUTH BASKETBALL CAMP T-SHIRTS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	368.15
						Totals for 79901	368.15
79902	AMAZON CAPITAL SERVI	jpap70	06/30/2019	ATHLETIC DEPT NEEDS - MANAWA BOOSTER CLUB WILL DONATE FUNDS	GENERAL FUND/MEDICAL SUPPLIES/CO-CURRICUL AR ACTIVITIES	4001900326	164.51
						Totals for 79902	164.51
79903	WISCONSIN FFA CENTER	jpap70	06/30/2019	2019-2020 WISCONSIN FFA CENTER FEE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/AGRICULTURE	0	350.00
						Totals for 79903	350.00
79904	ALICE TRAINING INSTI	JPAP70	07/08/2019	2019-20 SCHOOL YEAR CLASS IS ON AUGUST 6, 2019	GENERAL FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	8001900028	2,975.00
						Totals for 79904	2,975.00
79905	CENGAGE LEARNING INC	JPAP70	07/08/2019	CHEMISTRY AP COLLECTION- QUOTE 3573989	GENERAL FUND/TEXTBOOKS & WORKBOOKS/SCIENCE	4002000000	2,784.38
						Totals for 79905	2,784.38
79906	CPI	JPAP70	07/08/2019	ANNUAL MEMBERSHIP FEE - ANN WARNING RECERTIFICATION FEE 8/21/19-8/21/20	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/INSTRUCTIONAL STAFF TRAINING	8002000000	150.00
79906	CPI	JPAP70	07/08/2019	RECERTIFICATION FOR NVCI - ANN WARNING ON 7/9/19	SPECIAL EDUCATION FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	272000000	989.00
						Totals for 79906	1,139.00
79907	DRUIDE INFORMATIQUE	JPAP70	07/08/2019	TYPING PAL SUBSCRIPTION THRU 6/30/2020	GENERAL FUND/TECH/SOFTWARE SERVIC/UNDIFFERENTIA TED CURRICULUM	1011900103	450.00
						Totals for 79907	450.00
79908	E2E EXCHANGE, LLC	JPAP70	07/08/2019	E-RETE CONSULTING SERVICE E-RATE CATEGORY ONE FUNDING YEAR 2020 ONE	GENERAL FUND/PERSONAL SERVICES/CENTRAL	0	625.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SERVICES		
					Totals for 79908		625.00
79909	EDMENTUM	JPAP70	07/08/2019	PROGRAM LICENSES 7/1/19 - 6/30/20	GENERAL	0	6,594.34
					FUND/TECH/SOFTWARE		
					SERVIC/OTHER		
					SPECIAL NEEDS		
					Totals for 79909		6,594.34
79910	FASTBRIDGE LEARNING	JPAP70	07/08/2019	SUBSCRIPTION - FASTBRIDGE 8/1/19 - 7/31/20	GENERAL	8002000001	412.50
					FUND/TECH/SOFTWARE		
					SERVIC/UNDIFFERENTIA		
					TED CURRICULUM		
					Totals for 79910		412.50
79911	FORECAST 5 ANALYTICS	JPAP70	07/08/2019	5SIGHT & 5CAST LICENSE AGREEMENTS (7/1/19 - 6/30/20)	GENERAL	0	6,180.00
					FUND/TECH/SOFTWARE		
					SERVIC/FISCAL		
					Totals for 79911		6,180.00
79912	INTEGRATED SYSTEMS C	JPAP70	07/08/2019	JULY 2019 HOSTING	GENERAL	0	360.00
					FUND/TECH/SOFTWARE		
					SERVIC/CENTRAL		
					SERVICES		
					Totals for 79912		360.00
79913	RENAISSANCE LEARNING	JPAP70	07/08/2019	STAR READING & STAR MATH SUBSCRIPTION RENEWAL ANNUAL ALL PRODUCT RENAISSANCE PLATFORM RENEWAL ACCELERATED MATH LIVE WITH 2.0 STUDENT SUB RENEWAL	GENERAL	0	4,886.50
					FUND/TECH/SOFTWARE		
					SERVIC/UNDIFFERENTIA		
					TED CURRICULUM		
79913	RENAISSANCE LEARNING	JPAP70	07/08/2019	STAR READING & STAR MATH SUBSCRIPTION RENEWAL ANNUAL ALL PRODUCT RENAISSANCE PLATFORM RENEWAL ACCELERATED MATH LIVE WITH 2.0 STUDENT SUB RENEWAL	GENERAL	0	4,886.50
					FUND/TECH/SOFTWARE		
					SERVIC/UNDIFFERENTIA		
					TED CURRICULUM		
					Totals for 79913		9,773.00
79914	TEXTHELP	JPAP70	07/08/2019	SUBSCRIPTION - READ & WRITE UNLIMITED	SPECIAL EDUCATION	272000018	621.25
					FUND/TECH/SOFTWARE		
					SERVIC/MULTI-CATEGORICAL		
79914	TEXTHELP	JPAP70	07/08/2019	SUBSCRIPTION - READ & WRITE UNLIMITED	SPECIAL EDUCATION	272000018	621.25
					FUND/TECH/SOFTWARE		
					SERVIC/MULTI-CATEGORICAL		
					Totals for 79914		1,242.50
79915	WASBO (WI ASSOC OF S	JPAP70	07/08/2019	2019-20 WASBO DISTRICT PROFESSIONAL MEMBERSHIP	GENERAL	0	250.00
					FUND/EMPLOYEE DUES AND FEES/DIRECTION OF BUSINESS		
					Totals for 79915		250.00
79916	WINNECONNE COMMUNITY	JPAP70	07/08/2019	WERMC MEMBERSHIP FEE 2019-2020	GENERAL FUND/OTHER	0	1,178.85
					DISTRICT INSURANCE/INSURANCE AND JUDGEMENTS		
					Totals for 79916		1,178.85
79917	ALLIANT ENERGY	jpap71	06/30/2019	#4706230000 - CONCESSIONS - (6/3/19-7/1/19)	GENERAL	4001900135	36.24
					FUND/ELECTRICITY		
					OTHER THAN		

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					HEAT/OPERATION		
					Totals for 79917		36.24
79918	CESA 6-CONFERENCE RE	jpap71	06/30/2019	PAC LEGISLATIVE BREAKFAST - 6/14/19 POHK & OPPOR	GENERAL FUND/TRANSFER TO CESA/GENERAL ADMINISTRATION	0	20.00
79918	CESA 6-CONFERENCE RE	jpap71	06/30/2019	ESSA PLANNING WORKSHOP - SERNAU & BRAUER	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	0	30.00
					Totals for 79918		50.00
79919	CINTAS FIRE PROTECTI	jpap71	06/30/2019	CUSTODIAL SUPPLIES	FOOD SERVICE FUND/CLEANING SERVICES/OPERATION	0	27.97
79919	CINTAS FIRE PROTECTI	jpap71	06/30/2019	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	29.06
79919	CINTAS FIRE PROTECTI	jpap71	06/30/2019	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	237.03
79919	CINTAS FIRE PROTECTI	jpap71	06/30/2019	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/CLEANING SERVICES/OPERATION	0	16.37
					Totals for 79919		310.43
79920	STERLING WATER CULLI	JPAP71	06/30/2019	WATER SOFTENER SALT & MAINTENANCE	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	97.75
					Totals for 79920		97.75
79921	DEPARTMENT OF ADMINI	jpap71	06/30/2019	FOR TEACH SERVICES	GENERAL FUND/ON-LINE COMMUNICATIONS/ADMIN ISTRATIVE TECHNOLOGY SERV	0	1,500.00
					Totals for 79921		1,500.00
79922	E O JOHNSON CO., INC	JPAP71	06/30/2019	COPIER/PRINTING	GENERAL FUND/COMMUNICATION/C ENTRAL SERVICES	0	7,722.96
					Totals for 79922		7,722.96
79923	GRAICHEN DISPOSAL &	jpap71	06/30/2019	MONTHLY CONTAINER CHARGE JUNE 2019	GENERAL FUND/OPERATIONAL SERVICES/SITES	8001900014	377.50
79923	GRAICHEN DISPOSAL &	jpap71	06/30/2019	MONTHLY CONTAINER CHARGE JUNE 2019	GENERAL FUND/OPERATIONAL SERVICES/SITES	8001900014	377.50
					Totals for 79923		755.00
79924	INTELLICORP RECORDS,	JPAP71	06/30/2019	BACKGROUND CHECK - CREDIT	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	-20.00
79924	INTELLICORP RECORDS,	JPAP71	06/30/2019	BACKGROUND CHECK	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	39.05
					Totals for 79924		19.05
79925	KOBUSSEN BUSES LTD	jpap71	06/30/2019	JUNE SUMMER SCHOOL INVOICES	GENERAL FUND/CONTRACTED	0	3,626.85

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					PUPIL TRANSPORTATIO/CONTRA CTED FLEET		
					Totals for 79925		3,626.85
79926	MULTI MEDIA CHANNELS	JPAP71	06/30/2019	PUBLISHING - WOLF PACK JUNE JOB/MARCH-APRIL MINUTES/APRIL-MAY MINUTES/WOLF PACK JUNE POSTAGE	GENERAL FUND/PRINTING AND BINDING/INFORMATION	0	1,768.73
					Totals for 79926		1,768.73
79927	NASSCO, INC	jpap71	06/30/2019	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	1,505.86
79927	NASSCO, INC	jpap71	06/30/2019	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	127.48
					Totals for 79927		1,633.34
79928	NEXUS SOLUTIONS	jpap71	06/30/2019	CURRENT AMOUNT DUE	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	112,559.80
					Totals for 79928		112,559.80
79929	REMINGTON'S QUALITY	jpap71	06/30/2019	SUMMER SCHOOL SUPPLIES - COOKING CLASS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	22.62
					Totals for 79929		22.62
79930	SHULFER SPRINKLERS &	jpap71	06/30/2019	SPRINKLER SYSTEM MAINTENANCE	GENERAL FUND/CLEANING SERVICES/SITES	0	824.50
					Totals for 79930		824.50
79931	THEDACARE AT WORK	JPAP71	06/30/2019	DS RAPID 5 BUNDLED/PHYSICAL FREE FROM COMM DISEASE	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	149.00
					Totals for 79931		149.00
79932	TRUGREEN LIMITED PAR	jpap71	06/30/2019	LWHS VEGETATION CONTROL	GENERAL FUND/CLEANING SERVICES/SITES	0	275.00
79932	TRUGREEN LIMITED PAR	jpap71	06/30/2019	LWHS SPRING AERATION AND SEEDING	GENERAL FUND/CLEANING SERVICES/SITES	0	1,440.00
79932	TRUGREEN LIMITED PAR	jpap71	06/30/2019	RETIRED ELEMENTARY VEGETATION CONTROL	GENERAL FUND/CLEANING SERVICES/SITES	0	50.00
79932	TRUGREEN LIMITED PAR	jpap71	06/30/2019	MES VEGETATION CONTROL	GENERAL FUND/CLEANING SERVICES/SITES	0	200.00
					Totals for 79932		1,965.00
79933	UNEMPLOYMENT INSURAN	jpap71	06/30/2019	UNEMPLOYMENT	GENERAL FUND/UNEMPLOYMENT COMPENSATION/INSURAN CE AND JUDGEMENTS	0	87.69
					Totals for 79933		87.69
79934	US CELLULAR	jpap71	06/30/2019	CELL PHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL	0	386.59

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SERVICES		
					Totals for 79934		386.59
79935	WAUPACA COUNTY DEPAR	jpap71	06/30/2019	APPLIANCE FEE - FREON FROM FREEZER	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/EQUIPMENT	0	10.00
					Totals for 79935		10.00
79936	WEX BANK - GLOBAL FL	jpap71	06/30/2019	ALL OTHER FUEL	GENERAL FUND/FUEL-VEHICLE OPERATION/REGULAR	0	334.18
					Totals for 79936		334.18
79937	WISCNET	jpap71	06/30/2019	WISCNET FIREWALL SERVICE - 4/1/19 - 6/30/19	GENERAL FUND/ON-LINE COMMUNICATIONS/ADMIN ISTRATIVE TECHNOLOGY SERV	0	625.00
					Totals for 79937		625.00
79938	ACUITY	jpap71	07/16/2019	WRITTEN PREMIUM CHARGE WORKERS COMPENSATION (TERM 7/01/19 - 07/01/2020)	GENERAL FUND/WORKER'S COMPENSATION/INSURAN CE AND JUDGEMENTS	0	40,041.00
					Totals for 79938		40,041.00
79939	AEGIS CORPORATION	jpap71	07/16/2019	CRIME POLICY EFFECTIVE 7/1/19 - 7/1/2020	GENERAL FUND/OTHER DISTRICT INSURANCE/INSURANCE AND JUDGEMENTS	0	1,549.00
					Totals for 79939		1,549.00
79940	ANSAY & ASSOCIATES,	jpap71	07/16/2019	RENEWAL OF PROP EFFECTIVE 7/1/19	GENERAL FUND/DISTRICT PROPERTY INSURANCE/INSURANCE AND JUDGEMENTS	0	40,183.00
					Totals for 79940		40,183.00
79941	BATTERIES PLUS	jpap71	07/16/2019	2- BATTERIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	218.00
					Totals for 79941		218.00
79942	CARBON FRECKLE	JPAP71	07/16/2019	2 - 18" x 9' GENERAL FLOAT BANNERS, GROMMETS	GENERAL FUND/NON-CAPITAL EQUIPMENT/OFFICE OF SUPERINTENDENT	0	80.00
					Totals for 79942		80.00
79943	CESA 6-CONFERENCE RE	jpap71	07/16/2019	CMS4SCHOOLS 2019-20 ANNUAL FEE (501-1000 STUDENTS)	GENERAL FUND/TRANSFER TO CESA/ADMINISTRATIVE TECHNOLOGY SERV	0	2,249.00
					Totals for 79943		2,249.00
79944	COMMUNITY INSURANCE	jpap71	07/16/2019	STOP IT PROGRAM	GENERAL FUND/OTHER DISTRICT INSURANCE/INSURANCE AND JUDGEMENTS	0	341.00
79944	COMMUNITY INSURANCE	jpap71	07/16/2019	COMM AUTO PHYSICAL DAMAGE PREMIUM - SCHOOLS	GENERAL FUND/OTHER DISTRICT INSURANCE/INSURANCE AND JUDGEMENTS	0	1,152.00
79944	COMMUNITY INSURANCE	jpap71	07/16/2019	AUTO LIABILITY PREMIUM GENERAL LIABILITY PREMIUM	GENERAL FUND/DISTRICT	0	7,255.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				ERRORS & OMISSIONS	LIABILITY		
					INSURANCE/INSURANCE AND JUDGEMENTS		
79944	COMMUNITY INSURANCE	jpap71	07/16/2019	ADDITIONAL ENDORSE, VIOLENT ACTS COVERAGE - SD ENDORSEMENT #01	GENERAL FUND/OTHER DISTRICT INSURANCE/INSURANCE AND JUDGEMENTS	0	65.00
					Totals for 79944		8,813.00
79945	DELTA DENTAL-VISION	jpap71	07/16/2019	JULY 2019 VISION INSURANCE PREMIUMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	666.22
					Totals for 79945		666.22
79946	GRAINGER	jpap71	07/16/2019	DISPENSING CONTAINER W/FAUCET 2.5 GAL	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	24.04
					Totals for 79946		24.04
79947	INTEGRATED SYSTEMS C	jpap71	07/16/2019	HOSTING FEE AUGUST 2019	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	360.00
					Totals for 79947		360.00
79948	KOMPAS CARE	jpap71	07/16/2019	KOMPAS CARE SOFTWARE AMD SERVICES 2019-2020	GENERAL FUND/PERSONAL SERVICES/FISCAL	0	2,015.00
					Totals for 79948		2,015.00
79949	KS STATEBANK	jpap71	07/16/2019	Technology Lease 2018-2020 (TIERNEY BROS) (130) NON-TOUCH CHROMEBOOK 3180 LAPTOPS & (25) DELL LATITUDE LAPTOPS	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	0	18,010.63
					Totals for 79949		18,010.63
79950	LWHS ACTIVITY ACCOUN	jpap71	07/16/2019	FFA = 15% OF THE PEPSI CHECK = \$18.30 STUDENT COUNCIL = 20% OF THE PEPSI CHECK = \$24.40	GENERAL FUND/SUPPLY RESALES/DISTRICT WIDE	0	42.70
					Totals for 79950		42.70
79951	LWHS TEACHER ACCOUNT	jpap71	07/16/2019	TEACHER SHARE OF THE PEPSI CHECKS	GENERAL FUND/SUPPLY RESALES/DISTRICT WIDE	0	130.08
					Totals for 79951		130.08
79952	NASSP - NATIONAL HON	jpap71	07/16/2019	RITA GIPP NHS MEMBERSHIP	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	400200009	385.00
					Totals for 79952		385.00
79953	PREMIER BANK - MANAW	jpap71	07/16/2019	LIBRARY FINES - TO CORRECT DEPOSIT	GENERAL FUND/OTHER MISCELLANEOUS/DISTRI CT WIDE	0	3.65
					Totals for 79953		3.65
79954	REINHART FOOD SERVIC	JPAP71	07/16/2019	SERVE SAFE CLASSES	FOOD SERVICE FUND/PERSONAL SERVICES/STAFF SERVICES	0	105.00
					Totals for 79954		105.00
79955	SKYWARD, INC	jpap71	07/16/2019	SOFTWARE FEES	GENERAL FUND/TECH/SOFTWARE	0	34,145.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SERVIC/ADMINISTRATIV E TECHNOLOGY SERV		
					Totals for 79955		34,145.00
79956	SOLARUS	jpap71	07/16/2019	PHONE - DISTRICT OFFICE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	368.19
79956	SOLARUS	jpap71	07/16/2019	PHONE - LWHS	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	782.67
79956	SOLARUS	jpap71	07/16/2019	MES PHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	746.64
79956	SOLARUS	jpap71	07/16/2019	PHONE - PAES LAB	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	148.21
					Totals for 79956		2,045.71
79957	STANDARD INSURANCE C	JPAP71	07/16/2019	LIFE/STD & LTD PREMIUMS	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,132.10
79957	STANDARD INSURANCE C	JPAP71	07/16/2019	LIFE/STD & LTD PREMIUMS	GENERAL FUND/LTD INS PAYABLE	0	949.59
79957	STANDARD INSURANCE C	JPAP71	07/16/2019	LIFE/STD & LTD PREMIUMS	GENERAL FUND/STD INS PAYABLE	0	159.07
					Totals for 79957		2,240.76
79958	TRUGREEN LIMITED PAR	JPAP71	07/16/2019	LWHS LAWN SERVICE	GENERAL FUND/CLEANING SERVICES/SITES	0	255.00
					Totals for 79958		255.00
79959	WISCONSIN ASSOC OF S	jpap71	07/16/2019	THE FOCUS FEE - RENEWAL	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOARD MEMBERS	0	235.00
79959	WISCONSIN ASSOC OF S	jpap71	07/16/2019	RENEWAL UPDATED WI SCHOOL LAWS SUBSCRIPTION	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOARD MEMBERS	0	130.00
					Totals for 79959		365.00
79960	WCA GROUP HEALTH TRU	jpap71	07/16/2019	JULY 2019 HEALTH INSURANCE PREMIUM	GENERAL FUND/WEA TRUST EFF 090115	0	103,015.97
					Totals for 79960		103,015.97
79961	WEGENER, CATHI	JPAP71	07/16/2019	PAY OUT FOOD SERVICE ACCOUNT - CASSIDY & CARISSA	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	5.50
					Totals for 79961		5.50
79962	WEVIDEO	jpap71	07/16/2019	EDU-SY SUBSCRIPTION 2020 07-01 (50 LICENSES)	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	459.00
					Totals for 79962		459.00
181900099	BORTLE, SARAH	JPAP61	06/14/2019	MILEAGE - MAKERSPACE TRAINING	GENERAL FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	0	67.28
					Totals for 181900099		67.28
181900100	FRAZIER, JEANNE	JPAP61	06/14/2019	MILEAGE	GENERAL	0	22.62

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/EMPLOYEE TRAVEL/DISTRICT ADMINISTRATION		
					Totals for	181900100	22.62
181900101	MURSAU, JENNIFER	JPAP61	06/14/2019	REIMBURSE FOR SUMMER SCHOOL BASKETRY CLASS 2019 INVOICE#190609IN2	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	297.26
					Totals for	181900101	297.26
181900102	DEAN, ALICIA	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	62.69
					Totals for	181900102	62.69
181900103	JOHNSON, BRADLEY	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	16.65
					Totals for	181900103	29.22
181900103	JOHNSON, BRADLEY	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	12.57
					Totals for	181900104	54.94
181900104	KOEHLER, DANIEL	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	54.94
					Totals for	181900105	13.21
181900105	POPPY, MICHELLE	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	13.21
					Totals for	181900106	127.54
181900106	SITTER, KATHRYN	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	127.54
					Totals for	181900107	102.79
181900107	STARRY, DONNA	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	80.75
					Totals for	181900108	53.81
181900107	STARRY, DONNA	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	53.81
					Totals for	181900107	237.35
181900108	UJAZDOWSKI, LUANNE	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	85.79
					Totals for	181900108	85.79

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
181900109	WHITMAN, ANDREA	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	121.29
						Totals for 181900109	121.29
181900110	ZIEMER, CORRIE	JPAP62	06/27/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	119.83
						Totals for 181900110	119.83
181900111	JOHNSON, BRADLEY	jpap70	06/30/2019	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	99.50
						Totals for 181900111	99.50
181900112	POPPY, MICHELLE	jpap71	06/30/2019	SUMMER SCHOOL SUPPLIES - ART	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	5.40
						Totals for 181900112	5.40
201800266	WISCONSIN RETIREMENT	R9	05/15/2019	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,005.72
201800266	WISCONSIN RETIREMENT	R9	05/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,320.42
201800266	WISCONSIN RETIREMENT	R9	05/15/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	365.67
201800266	WISCONSIN RETIREMENT	R9	05/15/2019	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,005.72
201800266	WISCONSIN RETIREMENT	R9	05/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,320.42
201800266	WISCONSIN RETIREMENT	R9	05/15/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	365.67
						Totals for 201800266	21,383.62
201800278	WISCONSIN RETIREMENT	R9	05/31/2019	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,271.74
201800278	WISCONSIN RETIREMENT	R9	05/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,348.03
201800278	WISCONSIN RETIREMENT	R9	05/31/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	376.16
201800278	WISCONSIN RETIREMENT	R9	05/31/2019	Payroll accrual	COMMUNITY SERVICE FUND/WI RETIREMENT FUND	0	287.87
201800278	WISCONSIN RETIREMENT	R9	05/31/2019	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,271.74
201800278	WISCONSIN RETIREMENT	R9	05/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,348.03
201800278	WISCONSIN RETIREMENT	R9	05/31/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	376.16

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201800278	WISCONSIN RETIREMENT	R9	05/31/2019	Payroll accrual	COMMUNITY SERVICE FUND/WI RETIREMENT FUND	0	287.87
					Totals for 201800278		22,567.60
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	10,296.02
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,626.60
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	466.00
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	7.91
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,407.96
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	380.45
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	108.98
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	1.85
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	421.00
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	29.24
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	10.00
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	33.00
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	12,383.90
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,524.72
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	386.29
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	0.00
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,407.96
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	380.45
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	FOOD SERVICE	0	108.98

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201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY) COMMUNITY SERVICE	0	1.85
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL FUND/FICA (SOCIAL SECURITY)	0	10,296.02
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,626.60
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	466.00
201800280	INTERNAL REVENUE SER	P9	06/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	7.91
					Totals for 201800280		45,379.69
201800281	MASSMUTUAL FINANCIAL	P9	06/15/2019	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	0.00
201800281	MASSMUTUAL FINANCIAL	P9	06/15/2019	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,199.00
201800281	MASSMUTUAL FINANCIAL	P9	06/15/2019	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 201800281		1,249.00
201800282	WEA TAX SHELTERED AN	P9	06/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	44.88
201800282	WEA TAX SHELTERED AN	P9	06/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201800282	WEA TAX SHELTERED AN	P9	06/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201800282	WEA TAX SHELTERED AN	P9	06/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201800282		419.88
201800283	WISCONSIN DEPT OF RE	P9	06/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201800283	WISCONSIN DEPT OF RE	P9	06/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201800283	WISCONSIN DEPT OF RE	P9	06/15/2019	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	10.00
201800283	WISCONSIN DEPT OF RE	P9	06/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	53.16
201800283	WISCONSIN DEPT OF RE	P9	06/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	7,347.66
201800283	WISCONSIN DEPT OF RE	P9	06/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	1,008.83
201800283	WISCONSIN DEPT OF RE	P9	06/15/2019	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	235.64
201800283	WISCONSIN DEPT OF RE	P9	06/15/2019	Payroll accrual	COMMUNITY SERVICE	0	0.00

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					FUND/STATE INCOME TAX		
					Totals for 201800283		8,730.29
201800285	WEA MEMBER BENEFIT T	P9	06/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.09
201800285	WEA MEMBER BENEFIT T	P9	06/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.31
201800285	WEA MEMBER BENEFIT T	P9	06/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
					Totals for 201800285		349.40
201800288	DELTA DENTAL OF WISC	JPWI61	06/05/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	392.87
					Totals for 201800288		392.87
201800289	DELTA DENTAL OF WISC	JPWI61	06/12/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,122.20
					Totals for 201800289		1,122.20
201800290	EMPLOYEE BENEFITS CO	JPWI61	06/06/2019	FSA/DEPENDENT CARE & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	409.17
201800290	EMPLOYEE BENEFITS CO	JPWI61	06/06/2019	FSA/DEPENDENT CARE & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	2,909.96
					Totals for 201800290		3,319.13
201800291	EMPLOYEE BENEFITS CO	JPWI61	06/13/2019	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	1,561.34
201800291	EMPLOYEE BENEFITS CO	JPWI61	06/13/2019	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	1,762.90
					Totals for 201800291		3,324.24
201800293	EMPLOYEE BENEFITS CO	JPWI61	06/20/2019	FSA/DEPENDENT CARE & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	2,486.11
201800293	EMPLOYEE BENEFITS CO	JPWI61	06/20/2019	FSA/DEPENDENT CARE & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	197.88
					Totals for 201800293		2,683.99
201800294	EMPLOYEE BENEFITS CO	JPWI61	06/28/2019	FLEX & HRA ADMINISTRATIVE FEES	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	315.45
					Totals for 201800294		315.45
201800295	DELTA DENTAL OF WISC	JPWI61	06/19/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	962.80
					Totals for 201800295		962.80
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,376.62
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	879.38
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	77.17
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,192.93

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201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	205.67
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	18.05
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	461.00
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	29.24
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	16.50
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	12,152.14
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,129.67
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	48.73
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,192.93
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	205.67
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	18.05
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,376.62
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	879.38
201800296	INTERNAL REVENUE SER	P9	06/28/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	77.17
					Totals for 201800296		39,336.92
201800297	MASSMUTUAL FINANCIAL	P9	06/28/2019	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,199.00
201800297	MASSMUTUAL FINANCIAL	P9	06/28/2019	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 201800297		1,249.00
201800298	WEA TAX SHELTERED AN	P9	06/28/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	44.88
201800298	WEA TAX SHELTERED AN	P9	06/28/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201800298	WEA TAX SHELTERED AN	P9	06/28/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201800298	WEA TAX SHELTERED AN	P9	06/28/2019	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST -	0	25.00

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					TSA/ROTH		
					Totals for 201800298		419.88
201800299	WISCONSIN DEPT OF RE	P9	06/28/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201800299	WISCONSIN DEPT OF RE	P9	06/28/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201800299	WISCONSIN DEPT OF RE	P9	06/28/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	12.62
201800299	WISCONSIN DEPT OF RE	P9	06/28/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	7,326.26
201800299	WISCONSIN DEPT OF RE	P9	06/28/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	689.81
201800299	WISCONSIN DEPT OF RE	P9	06/28/2019	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	42.02
					Totals for 201800299		8,145.71
201800301	WEA MEMBER BENEFIT T	P9	06/28/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.09
201800301	WEA MEMBER BENEFIT T	P9	06/28/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.31
201800301	WEA MEMBER BENEFIT T	P9	06/28/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
					Totals for 201800301		349.40
201800302	EMPLOYEE BENEFITS CO	JPWI71	06/27/2019	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	50.67
201800302	EMPLOYEE BENEFITS CO	JPWI71	06/27/2019	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	894.78
					Totals for 201800302		945.45
201800303	DELTA DENTAL OF WISC	JPWI71	06/26/2019	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	3,678.26
					Totals for 201800303		3,678.26
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	6,024.94
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	790.70
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,409.06
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	184.93
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	151.00
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	29.24
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	7,165.46
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	909.95

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201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,409.06
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	184.93
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	6,024.94
201900001	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	790.70
					Totals for 201900001		25,074.91
201900002	MASSMUTUAL FINANCIAL	P9	07/15/2019	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,199.00
201900002	MASSMUTUAL FINANCIAL	P9	07/15/2019	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 201900002		1,249.00
201900003	WEA TAX SHELTERED AN	P9	07/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201900003	WEA TAX SHELTERED AN	P9	07/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201900003	WEA TAX SHELTERED AN	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201900003		375.00
201900004	WISCONSIN DEPT OF RE	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201900004	WISCONSIN DEPT OF RE	P9	07/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,735.60
201900004	WISCONSIN DEPT OF RE	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	577.26
					Totals for 201900004		5,317.86
201900006	WEA MEMBER BENEFIT T	P9	07/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
					Totals for 201900006		140.00
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,816.45
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	27.36
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	100.05
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	658.72
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	6.40
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	23.40
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	GENERAL	0	260.00

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201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL	0	3,208.35
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX SPECIAL EDUCATION	0	0.00
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX FOOD SERVICE	0	76.36
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	658.72
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	6.40
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	23.40
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,816.45
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	27.36
201900007	INTERNAL REVENUE SER	P9	07/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	100.05
					Totals for 201900007		10,809.47
201900008	WEA TAX SHELTERED AN	P9	07/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	46.32
					Totals for 201900008		46.32
201900009	WISCONSIN DEPT OF RE	P9	07/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	24.76
201900009	WISCONSIN DEPT OF RE	P9	07/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201900009	WISCONSIN DEPT OF RE	P9	07/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	1,828.40
201900009	WISCONSIN DEPT OF RE	P9	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	6.43
201900009	WISCONSIN DEPT OF RE	P9	07/15/2019	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	56.96
					Totals for 201900009		1,986.55
201900011	WEA MEMBER BENEFIT T	P9	07/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.09
201900011	WEA MEMBER BENEFIT T	P9	07/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.31
					Totals for 201900011		209.40
201900012	EMPLOYEE BENEFITS CO	JPWI71	07/05/2019	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	713.70
201900012	EMPLOYEE BENEFITS CO	JPWI71	07/05/2019	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	2,259.76
					Totals for 201900012		2,973.46
201900013	EMPLOYEE BENEFITS CO	JPWI71	07/11/2019	FSA CLAIMS	GENERAL FUND/FLEX	0	524.14

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					PLAN SY16-17		
					Totals for 201900013		524.14
201900014	DELTA DENTAL OF WISC	JPWI71	07/03/2019	DENTAL CLAIMS	GENERAL FUND/SELF	0	3,400.00
					FUND-EMPLOYER SHARE		
					PREMI		
					Totals for 201900014		3,400.00
201900015	DELTA DENTAL OF WISC	JPWI71	07/10/2019	DENTAL CLAIMS	GENERAL FUND/SELF	0	1,762.67
					FUND-EMPLOYER SHARE		
					PREMI		
					Totals for 201900015		1,762.67
					Totals for checks		673,460.16

CREDIT CARD STATEMENT - June			WUFAR Code						
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	Description
Dan Wolfram									
5/20/2019	GED TESING	\$3.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
5/21/2019	KAPLAN TEST PREP	\$19.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
5/21/2019	GED TESTING	\$3.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
5/23/2019	MILLS FLEET FARM	\$70.69	10	E	101	411	253000	000	MIKE THOMACK, BUILDING & GROUNDS
5/23/2019	GED TESTING	\$10.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
5/23/2019	GED TESTING	\$3.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
5/23/2019	GED TESTING	\$3.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
5/30/2019	UWL BUSINESS SERVICES LA	\$60.00	10	E	400	342	162005	000	PATRICK COLLINS - STATE TRACK, LA CROSSE
6/1/2019	PLAINFIELD BP	\$42.44	10	E	400	342	162005	000	PATRICK COLLINS - STATE TRACK, LA CROSSE
6/1/2019	PLAINFIELD BP	\$40.14	10	E	400	342	162005	000	PATRICK COLLINS - STATE TRACK, LA CROSSE
6/1/2019	UWL BUSINESS SERVICES LA CROSSE	\$180.00	10	E	400	342	162005	000	PATRICK COLLINS - STATE TRACK, LA CROSSE, parking
6/2/2019	GREENVILLE SHELL	\$44.39	10	E	400	342	162005	000	PATRICK COLLINS - STATE TRACK, LA CROSSE
6/2/2019	GREENVILLE SHELL	\$7.14	10	E	400	342	162005	000	PATRICK COLLINS - STATE TRACK, LA CROSSE
6/2/2019	ENTERPRISE RENT-A-CAR	\$194.60	10	E	400	342	162005	000	PATRICK COLLINS - STATE TRACK, LA CROSSE
6/2/2019	ENTERPRISE RENT-A-CAR	\$194.60	10	E	400	342	162005	000	PATRICK COLLINS - STATE TRACK, LA CROSSE
6/2/2019	ENTERPRISE RENT-A-CAR	\$194.60	10	E	400	342	162005	000	PATRICK COLLINS - STATE TRACK, LA CROSSE
6/4/2019	GED EXAM	\$10.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
	TOTAL	\$1,079.60							
Jeanne Frazier									
06/03/19	Walmart NL	\$5.77	10	E	500	411	232000	0	Certificate Frame for Heart of Gold Recipient
	TOTAL	\$5.77							
Bryant Cobarrubias									
06/16/2019	Microsoft Azure	\$27.93	10	E	800	480	295000	000	Help Desk Software
05/30/2019	Uline	\$331.02	10	E	400	413	295000	000	IT storage supplies
	TOTAL	\$358.95							

Name	Reference	Trans Date	Description	Post Date	Amount
		06/07/2019	SUMMER SCHOOL	06/07/2019	310.00
			Totals for 13920		310.00
		06/07/2019	ES FOOD SERVICE WEEK OF 6/3	06/07/2019	710.19
			Totals for 13921		710.19
		06/07/2019	YEARBOOKS PURCHASED BY BUTTLES, CONNOLLY	06/07/2019	150.00
			Totals for 13922		150.00
		06/07/2019	HS FOOD SERVICE FOR WEEK ENDING 6/7	06/07/2019	788.55
			Totals for 13923		788.55
		06/07/2019	HS FOOD SERVICE FOR WEEK ENDING 6/7	06/07/2019	786.45
			Totals for 13924		786.45
		06/07/2019	HS FEES	06/07/2019	60.00
			Totals for 13925		60.00
		06/07/2019	DISTRICT FEE	06/07/2019	60.00
			Totals for 13926		60.00
		06/07/2019	TECH ED COURSE FEE	06/07/2019	20.00
			Totals for 13927		20.00
		06/07/2019	ART COURSE FEE	06/07/2019	15.00
			Totals for 13928		15.00
		06/07/2019	FOOD SCIENCE COURSE FEE	06/07/2019	1.00
			Totals for 13929		1.00
		06/07/2019	LYCEUM FEE	06/07/2019	10.00
			Totals for 13930		10.00
		06/07/2019	NEWSPAPER FEE	06/07/2019	5.00
			Totals for 13931		5.00
		06/07/2019	STUDENT FINES FEE	06/07/2019	12.50
			Totals for 13932		12.50
		06/07/2019	YEARBOOK FEE	06/07/2019	50.00
			Totals for 13933		50.00
		06/07/2019	JR HIGH YEARBOOK FEE	06/07/2019	24.00
			Totals for 13934		24.00
		06/07/2019	CHROMEBOOK FINES FEE	06/07/2019	20.00
			Totals for 13935		20.00
		06/10/2019	SPECIAL ED & SCHOOL AGE PARENTS AID	06/10/2019	43,213.00
			Totals for 13944		43,213.00
		06/10/2019	TITLE IA - 2 PAYS OF \$2,713.65 & \$3,688.	06/10/2019	6,382.00
			Totals for 13945		6,382.00
		06/14/2019	SUMMER SCHOOL DEPOSIT	06/14/2019	315.00
			Totals for 13971		315.00
		06/14/2019	MES FOOD SERVICE	06/14/2019	87.95
			Totals for 13972		87.95
		06/14/2019	pCard Rebate	06/14/2019	750.99
			Totals for 13973		750.99
		06/14/2019	FFA PAYBACK GENERAL FUND DUE TO AN ERROR	06/14/2019	56.94
			Totals for 13974		56.94
		06/14/2019	CATERING BILL FROM LIONS CLUB FOR SR. BA	06/14/2019	653.12
			Totals for 13975		653.12
		06/14/2019	TUITION SHARING AGREEMENT FOR 2 IOLA SCA	06/14/2019	24,862.00
			Totals for 13976		24,862.00
		06/14/2019	NSF FROM ANDREA KOSCHAK	06/14/2019	30.00
			Totals for 13977		30.00
		06/14/2019	REPAY FROM M. OPPOR FOR REIMBURSEMENT TH	06/14/2019	5.00
			Totals for 13978		5.00
		06/14/2019	REPAY FROM M. OPPOR FOR REIMBURSEMENT TH	06/14/2019	30.76

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 13979		30.76
		06/14/2019	SETTLEMENT FOR CLASS ACTION LAWSUIT AGAI	06/14/2019	11.87
		06/14/2019	WCA-GHT GRANT FOR STAFF WELLNESS	06/14/2019	1,000.00
			Totals for 13980		1,011.87
		06/17/2019	PUPIL TRANSPORTATION PUBLIC & PRIVATE	06/17/2019	935.85
			Totals for 13946		935.85
		06/17/2019	GENERAL EQUALIZATION AID	06/17/2019	976,611.00
			Totals for 13947		976,611.00
		06/17/2019	HIGH-COST TRANSPORTATION AID	06/17/2019	35,380.23
			Totals for 13948		35,380.23
		06/17/2019	SPECIAL EDUCATION TRANSITION INCENTIVE G	06/17/2019	1,000.00
			Totals for 13949		1,000.00
		06/21/2019	CARL PERKINS FROM CESA 6	06/21/2019	4,740.15
			Totals for 13966		4,740.15
		06/21/2019	YOUTH APPRENTICESHIP FROM CESA 6	06/21/2019	2,200.00
			Totals for 13967		2,200.00
		06/21/2019	WI HIGH SCHOOL FOOTBALL COACHES ASSOCIAT	06/21/2019	2,990.00
			Totals for 13968		2,990.00
		06/21/2019	LIBRARY FINES DEPOSITED TO GENERAL FUND	06/21/2019	3.65
			Totals for 13969		3.65
		06/21/2019	LIBRARY FINES DEPOSITED TO GENERAL FUND	06/21/2019	50.78
			Totals for 13970		50.78
		06/24/2019	FOOD SERVICE AID NATIONAL SCHOOL LUNCH	06/24/2019	12,471.54
			Totals for 13957		12,471.54
		06/24/2019	FOOD SERVICE AID SCHOOL BREAKFAST	06/24/2019	3,342.43
			Totals for 13958		3,342.43
		06/24/2019	TITLE IIA - 2 PAYMENTS \$13,424.16 & \$290	06/24/2019	13,714.65
			Totals for 13959		13,714.65
		06/25/2019	HS FOOD SERVICE	06/25/2019	45.30
			Totals for 13960		45.30
		06/27/2019	RALLY ATHLETIC PURCHASE - IN ADDITION TO	06/27/2019	10.00
			Totals for 13961		10.00
		06/27/2019	EEN 17-18 FINAL CATEGORICAL AID PAYMENT	06/27/2019	1,679.14
			Totals for 13962		1,679.14
		06/27/2019	EEN CATEGORICAL AID PAYMENT FROM CESA 6	06/27/2019	1,820.21
			Totals for 13963		1,820.21
		06/27/2019	SUMMER SCHOOL	06/27/2019	65.00
			Totals for 13964		65.00
			Total for Cash Receipts		1,137,481.25

TOSA FOUNDATION

3130 ALPINE ROAD
288 PMB 705
PORTOLA VALLEY, CA 94028

June 28, 2019

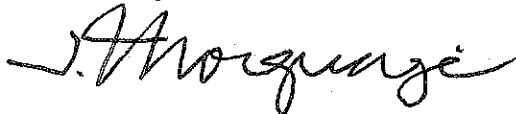
School District of Manawa
Attn: Bryant Cobarrubias
800 Beech Street
Manawa, WI 54949

Re: Wisconsin Technology Initiative

Dear Mr. Cobarrubias,

Please find enclosed a check from the TOSA Foundation for \$14,873.67. This check is for your WTI Round 13 grant for the Makerspace equipment for costs to visit other districts and attend WTI events.

Best regards,



Tashia F. Morgridge
President



Jeanne
donation
Check No.
900016753

07/02/2019

Little Wolf High School
800 Beech St.
Manawa, WI 54949-8664

Dear Madam or Sir:

Amcor and Bemis combine to create global consumer-packaging leader

On 11 June, Amcor completed its acquisition of Bemis, forming a company with One GREAT Future – unmatched talent and safety, comprehensive reach and scale, industry-best operations and innovation, and a strong commitment to responsible packaging and sustainability. Amcor Foundation is proud to continue supporting our communities.

We are pleased to provide Little Wolf High School a gift in the amount of \$800 matching a donation provided by Amcor Foundation employee(s).

To view the details of these donations, please sign in at:
<http://www.cybergrants.com/amcorfoundation/matching>

From this site you will be able to see the names, amount and any designation information for their contribution. Keep the Access Code GAWUXFRYPCKLCEIZOXFP nearby, if you are using the site for the first time or if you misplace your login information.

Please note; It is not the intent to match or pay for tuition, alumni dues, insurance premiums or other similar payments not made in the form of direct gifts and not immediately available to the institution for general education purposes.

Sincerely,

Kim Wetzel
Amcor Foundation

Pat O'Brien
for Manawa Softball



Wells Fargo Bank Minnesota, N.A.
Wells Fargo
Minneapolis, MN 55402

17-1
910

900016753

2301 Industrial Drive
Neenah, WI 54956

VOID AFTER 180 DAYS

Check Date
07/02/2019

Check Amount
\$800.00

Pay Eight Hundred and xx/100 Dollars

Pay to the order of Little Wolf High School

Bala Lakshmanan

AUTHORIZED SIGNATURE

⑈0900016753⑈ ⑆091000019⑆ 9962089168⑈



P.O. Box 952
 Manawa, WI 54949
 (920) 596-2005
 FAX (920) 596-2051
 manrodeo@wolfnet.net
 www.manawarodeo.org

**Fireworks
 after Thursday
 Night Rodeo**

July 4, 5 & 6 • 2019
July 2, 3 & 4 • 2020
 Thursday 7:30 pm
 Friday 7:30 pm
 Saturday 2 & 7:30 pm

Stampede Fun Run/Walk
 Saturday 7:30 am

Parade
 Saturday 10:00 am

Free Rodeo Dance
 Thursday, Friday &
 Saturday Nights

Chicken BBQ
 on grounds
 Saturday 11:30 am

Sponsored by
Manawa Lions Club



Bareback Bronc Riding
 Saddle Bronc Riding
 Bull Riding
 Tie-Down Roping
 Steer Wrestling
 Team Roping
 Women's Barrel Racing
 Plus a Top-Notch
 Feature Act and
 Outstanding
 Rodeo Clowns!



HOWDY ONCE AGAIN:

THE 2019 RODEO PARADE IS OVER. IT WAS A SUCCESS AS WAS THE RODEO.
 WE WISH TO INFORM YOU THAT YOU WERE A WINNER. YOU WON 75
 FOR PLACING 2ND IN YOUR CHOSEN CLASS. THANK YOU FOR
 PARTICIPATING AND PLEASE COME BACK IN 2020. THE PARADE WILL BE
 ON JULY 4TH.

SEE YOU IN 2020

SINCERELY

KEN GROHOLSKI AND GERALD HACKBARTH CO-CHAIR

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

10712

THE FIRST STATE BANK
 MANAWA, WI 54949
 79-749/769

7/11/2019

\$ **75.00

DOLLARS

VOID IF AFTER 90 DAYS

MARY SUFFIN
 TREASURER

CHRISTOPHER TAYLOR

MID-WESTERN RODEO
 PO BOX 952
 MANAWA, WI 54949

School District of Manawa

Seventy-Five and 00/100

School District of Manawa

MEMO 2nd Misc Parade

1020052500500

1:0759074971

Sacred Heart Catholic Church
614 S. Bridge St.
PO Box 10
Manawa, WI 54949

July 10, 2019

Dear School District of Manawa:

Enclosed you will find a donation of \$500 to support Project Backpack. Please know that we feel the work that you do is important and worthy of our donation. May God bless your service to families in our community.

Sincerely,

A handwritten signature in black ink, appearing to read "JoAnn Schuelke". The signature is fluid and cursive, with the first name "JoAnn" written in a larger, more prominent script than the last name "Schuelke".

JoAnn Schuelke
Parish Secretary/Bookkeeper



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

www.manawaschools.org

6/26/2019

Dear Administration and Board of Education,

Today, I am taking the time to inform you all of my decision to resign as the Athletic and Activities Director (AD) at the School District of Manawa after two (2) years at the position. The past two years have been an experience of a lifetime that has had both ups and downs along the way. With consideration of my growing family and a move to Appleton the best decision at this time is to move on from Manawa and pursue other opportunities.

I am glad that I got to work with people like Mr. Wolfgram, the Coaches, the student-athletes, and the rest of the staff at LWHS. They made it fun to be here and come to work every day. I made the most out of year two and we saw the benefits of the resiliency, accountability, leadership, and hard work with several accomplishments that included Conference Championships, team accolades, all conference coaches, and all conference players to name a few.

I want to say thank you for the opportunity of being your Athletic and Activities Director for the 2017-2018 and 2018-2019 school years. As I said there were ups and downs along the way, but I would not change the experience for the world. To Mr. Wolfgram, the coaches, the staff, the Manawa Athletic Booster Club and the athletes “THANK YOU” for allowing me to be your Athletic director.

Best,

Skylar W. Liebzzeit

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal

dwolfgram@manawaschools.org

(920) 596-5800

Michelle Pukita

Elementary Principal

mpukita@manawaschools.org

(920) 596-5700

Carmen O'Brien

Business Manager

cobrien@manawaschools.org

(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301

Donna Starry
E2200 Woodridge Drive
Waupaca, WI 54981

June 28, 2019

Dear Dr. Oppor and Mrs. Pukita,

Please accept this letter as notice that I will be resigning from my position as Manawa Elementary School Health Aide. As I am not scheduled to work in July, my last day will be June 28, 2019.

It has been a pleasure getting to know the wonderful students and staff. I am thankful for the opportunity and have enjoyed my time here.

If I can be of any further assistance, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Donna Starry". The signature is written in black ink and is positioned below the word "Sincerely,".

Donna Starry



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www.manawaschools.org

To: Dr. Melanie Oppor
Fr: Dan Wolfgram
Date: 7/19/2019
Re: 2019 7th-Grade Volleyball Coach

I am recommending Dan Bonikowski 7th-grade volleyball coaching assignment.

Name	Position	Information
Dana Bonikowski	7th-grade volleyball coach	Mrs. Bonikowski was interviewed by Mr. Liebrecht prior to his departure. Mrs. Bonikowski will be returning for her second year of coaching in this position.

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

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Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301



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www.manawaschools.org

To: Dr. Melanie Oppor
Fr: Dan Wolfgram
Date: 7/16/2019
Re: 2019 8th-Grade Volleyball Coach

I am recommending Jamie Krueger for the 2019 8th-grade volleyball coaching assignment pending successful completion of physical / TB Questionnaire.

Name	Position	Information
Jamie Krueger	8th-grade volleyball coach	Mrs. Krueger was interviewed by Mr. Liebrecht prior to his departure. Mrs. Krueger is an engaged parent with the volleyball program. This will be her first year in the position.

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

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Jr./Sr. High School Principal

dwolfgram@manawaschools.org

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Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

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www.manawaschools.org

To: Dr. Melanie Oppor
Fr: Skylar Liebzeit
Date: 6/13/2019
Re: 2019 Football Coaching Staff Updates

I am recommending the following volunteer coaches for the 2019 Football coaching assignment (Pending Clear Background Checks and Physicals as needed):

Name	Position	Information
Aaron Quinn	Volunteer Assistant 7th & 8th Grade Football Coach	Aaron Quinn will be joining the MS Coaching staff for 2019 football season. Coach Quinn brings a strong knowledge of the offensive and defensive line to the MS program and will work well with Head Coach Tony Decker.
Cody Dean	Volunteer Assistant 7th & 8th Grade Football Coach	This will be Cody’s second coaching opportunity with the School District of Manawa and first with MS athletes. Cody was an outstanding athlete while attending LWHS and looks forward to passing on the knowledge to the MS football program.

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal

[dewolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)

(920) 596-5800

Michelle Pukita

Elementary Principal

mpukita@manawaschools.org

(920) 596-5700

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cobrien@manawaschools.org

(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301

School District of Manawa
Field Trip/Transportation Permit Form

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

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

Teacher/Coach (responsible for trip) Jeff Bortle / Nate Ziemer Grade/Class 7-8
Date(s) of trip 5/14/21 to 5/19/21

Destination and Address: Washington DC
Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip? yes no

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

Educational

No. of Students 85 No. of Teachers 5 No. of Chaperones 30 GROUP TOTAL 110
Departure time 11 AM Return time 1:30 PM Total hours 5 days 2.5 hrs No. of Buses —
Start (pick up) point High School 1 Return (drop off) point High School 1

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

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

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.)

A. \$ —

FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

B. Per pupil student-paid miscellaneous costs

B. \$ 1100 ≈

C. Lunch plans (check all that apply)

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

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

Staff member(s) responsible for administering medication to students Dawn Millard

APPROVED

Dan Wolfgram
Principal

DATE

7/8/19

Forms Distribution:

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

D. TRANSPORTATION: (Complete all that apply.)

School Van – Call Jr./Sr. H.S. Office to reserve van. **Reservation completed by:** _____

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

Private vehicle data submitted by: _____

Principal confirms submission of required documents to District Office: _____

Bussing costs (To be completed by Kobussen)

Total transportation charge: \$ _____

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

FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

Transportation paid by other organization name and address:

Transportation Request Directions

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

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

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

5/28/19



MANAWA JUNIOR HIGH SCHOOL, MANAWA, WI
TRIP TO GETTYSBURG / WASHINGTON, D.C. / HANOVER, MD – May 14 – 19, 2021
TRIP #21-01011

Friday, May 14, 2021

10:00 AM: Three motorcoaches arrive at Manawa Junior High for loading.

NOTE: In keeping with Educational Tours, Inc.'s commitment to safety and security, we prepare each itinerary in accordance with the DOT rules and regulations, giving drivers a minimum of 9 hours off each night and a maximum of 15 hours on duty during any 24-hour period. *We reserve the right to revise the itinerary due to unforeseen circumstances such as traffic, road closures, site closures, weather, etc. Your Tour Manager will consult with the Group Leader and drivers on any changes.*

11:00 AM: Depart from Manawa Junior High on first class, air-conditioned, DVD equipped MOTORCOACHES . *(15 hours have been allotted for the drive plus 3 hour for rest stops/lunch and dinner on your own enroute, plus one hour for the time change)*

Saturday, May 15, 2021

EASTERN TIME- Two hours from arrival, please call your tour manager to let us know your arrival time.

6:00 AM: Arrive in the Gettysburg area; meet your TOUR MANAGER at the Gettysburg hotel for CHANGING ROOMS and BREAKFAST

7:30 AM: Depart by coach for the park

8:00 AM: Arrive at the GETTYSBURG NATIONAL MILITARY PARK MUSEUM AND VISITOR CENTER -- Incorporating nearly 6,000 acres, with 26 miles of park roads and over 1,400 monuments, markers, and memorials, including the Gettysburg National Cemetery.

8:30 AM: Enjoy the FILM ***A New Birth of Freedom***- Narrated by Morgan Freeman, and featuring the voices of Sam Waterston and Marcia Gay Harden, the film places the monumental events of the Battle of Gettysburg into the larger context of the Civil War and American history.

After the film view THE GETTYSBURG CYCLORAMA PAINTING- In the late 1880s, French artist Paul Philippoteaux took brush to canvas and created the Battle of Gettysburg Cyclorama painting. He spent months on the battlefield researching the battle with veterans, a battlefield guide and a photographer. The result is a breathtaking canvas that measures 377 feet in circumference and 42 feet high. Longer than a football field and as tall as a four-story structure, the Gettysburg Cyclorama oil painting, along with light and sound effects, immerses visitors in the fury of Pickett's Charge during the third day of the Battle of Gettysburg.

Afterwards, explore the museum.

10:00 AM: Meet your GUIDES at the Visitor's Center for an EXTENDED 2.5 HOUR TOUR of the BATTLEFIELD PARK

Information regarding optional Travel Protection is available from your Group Leader.

5/28/19

- 12:30 PM: Pick up BOXED LUNCH in the Group Lobby provided by ARAMARK AT GETTYSBURG and board the busses to enjoy lunch enroute
- 12:45 PM: Depart by coach for Washington, DC *(2 hours have been allotted for the drive)*
- 2:45 PM: Arrive in Washington DC at the INTERNATIONAL SPY MUSEUM – The largest collection of international espionage-related artifacts, which chronicles the history of spying throughout the ages
- 5:00 PM: Depart by coach for dinner
- 5:30 PM: Arrive for DINNER at PINSTRIPES
- 7:00 PM: After dinner, depart for a **Self Guided Tour** of the Washington Memorials including: **Thomas Jefferson Memorial, Franklin Delano Roosevelt Memorial** and the **MLK Memorial**
- 9:30 PM: Depart by coach for the hotel
- 10:30 PM: Arrive at the HOTEL and check-in

PRIVATE NIGHT TIME HOTEL SECURITY

Sunday, May 16, 2021

- 6:30 AM: BREAKFAST at the hotel
- 8:00 AM: Depart by coach for the museum. Enroute make a photo stop at the **White House**
- 10:00 AM: Arrive at the **Smithsonian Museum** of your choice on the Mall, including **Air & Space** and the **Natural History Museum**.

Lunch (\$10.00 CASH RETURN) on your own

GROUP ONE

- 12:00 PM: Walk to the archives
- 12:15 PM: Visit the NATIONAL ARCHIVES – The spacious rotunda of America's repository of records and documents contains the original Declaration of Independence, The Constitution, the Bill of Rights and the 1297 Magna Carta. ***(12:30 and 12:45pm entry)***
- 1:45 PM: Walk to the theater
- 2:00 PM: Visit FORD'S THEATRE – John Wilkes Booth assassinated President Lincoln here. The theater is as it was then, including the bunting-draped presidential box.

Enjoy a RANGER TALK

Information regarding optional Travel Protection is available from your Group Leader.

5/28/19

3:00 PM: After your visit, enjoy free time in the downtown area or you can return to the Newseum to see any exhibits you may have missed (your tour manager will supply your reservation number and group name for re-entry)

GROUP TWO

1:15 PM: Walk to the archives

1:30 PM: Visit the NATIONAL ARCHIVES NATIONAL ARCHIVES – The spacious rotunda of America’s repository of records and documents contains the original Declaration of Independence, The Constitution, the Bill of Rights and the 1297 Magna Carta. **(1:45pm entry)**

2:45 PM: Walk to the theater

3:00 PM: Visit FORD’S THEATRE – John Wilkes Booth assassinated President Lincoln here. The theater is as it was then, including the bunting-draped presidential box.

Enjoy a RANGER TALK

4:45 PM: Meet at a central location and walk to the museum

5:00 PM: Arrive at MADAME TUSSAUD’S WAX MUSEUM – See many historical figures, popular musicians, and a Presidents Gallery featuring all 44 presidents!

6:30 PM: Depart by coach for dinner

7:00 PM: Arrive for DINNER at BUCA DI BEPPO

8:30 PM: Depart by coach for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Monday, May 17, 2021

6:30 AM: BREAKFAST at the hotel

8:00 AM: Depart by coach for Mt Vernon

9:00 AM: Arrive at MOUNT VERNON – This is the treasured estate of George and Martha Washington. The mansion has been meticulously restored to its appearance in the last year of his life.

Close by are the outbuildings where much of the day-to-day domestic activity on the plantation took place. A short walk takes you to the tomb where Washington and his wife are buried. The estate also includes a museum where personal possessions of the

Information regarding optional Travel Protection is available from your Group Leader.

5/28/19

Washington's are on display. (**Mansion Tours at 9:45 AM, 9:50 AM & 10:30 AM, subject to availability**)

GROUP MEAL PASS PROVIDED for lunch

12:30 PM: Depart by coach for Arlington

1:30 PM: Arrive at **Arlington National Cemetery** – Our national burial ground, located across the Potomac from Washington.

Please note Arlington has increased their security measures. Please leave all bags on the motorcoach in order to expedite the screening process.

2:00 PM: Board the PRIVATE 1.5 HOUR TRAM at the **Welcome Center** for a narrated visit. Hear the historical facts as you visit the Kennedy gravesites and the Tomb of the Unknown Soldier and view the Changing of the Guard.

WREATH LAYING CEREMONY at the Tomb of the Unknown Soldier (subject to availability)

3:45 PM: Depart by coach for dinner. Enroute make a visit to the **Marine Corps Memorial and Pentagon 9/11 Memorial**

5:15 PM: Arrive for DINNER at MAGILLS

6:30 PM: After dinner, depart on a **Self Guided Tour** of the Washington Memorials including **Vietnam Veterans Memorial, Vietnam Women's Memorial, National WWII Memorial, Korean War Veterans Memorial** and **Lincoln Memorial**

10:00 PM: Depart by coach for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Tuesday, May 18, 2021

6:30 AM: BREAKFAST at the hotel and check-out

8:00 AM: Depart by coach for downtown

9:00 AM: Arrive at the **Hart Building** to meet with Senator Johnson (arranged by group leader)

After your meet and greet walk over to the **Supreme Court Building** - The first permanent house of the nation's highest tribunal. Take a self-guided tour of the building, or if court is not in session, attend a courtroom lecture held every hour.

Also enjoy photo opportunities outside the **United States Capitol** and **Library of Congress**

10:45 AM: Afterwards, walk to the **Smithsonian Museum** of your choice on the Mall

Information regarding optional Travel Protection is available from your Group Leader.

5/28/19

Lunch (\$10.00 CASH RETURN) on your own

Meet for your visit to the U.S. HOLOCAUST MEMORIAL MUSEUM – The permanent exhibits depict the story of the Holocaust and its aftermath (**Reservations at 3 and 3:30pm, subject to availability**)

5:30 PM: Depart by coach for dinner

7:00 PM: Arrive at MEDIEVAL TIMES FEAST & TOURNAMENT – Enjoy a four-course DINNER while fearless knights on spirited stallions and compete in daring tournament games of skill and accuracy. (1 Tour Manager will sit out as it is a sold out show at 127 tickets plus 1 Tour Manager)

9:30 PM: Depart for home. *(15 hours have been allotted for the drive plus 2 hours for rest stops/breakfast on your own enroute, minus one hour for the time change*

If time and proximity permits, final itinerary may reflect returning the Tour Manager(s) to the Hotel before departing for home.

Wednesday, May 19, 2021

CENTRAL TIME- Two hours away from home, please call our 24-hour (1-800-654-4560 then “0”) service; give the name of your school and expected arrival time.

1:30 PM: Arrive at Manawa Junior High

IN CASE OF EMERGENCY OR TO LEAVE A MESSAGE, PLEASE CALL 1-800-654-4560. PLEASE LEAVE ALL PERTINENT INFORMATION INCLUDING NAMES AND PHONE NUMBERS

Information regarding optional Travel Protection is available from your Group Leader.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Michelle Pukita
Date: July 16, 2019
Re: Staff and Program Highlights

- **Registration:** The office staff has been working hard to prepare and send out registration packets to our families. We look forward to greeting the families on Monday, August 5th to register students for the 2018-2019 school year.
- **Welcome to MES:** I want to welcome Casey Johnson, first-grade teacher and Hayley Harvey, Kindergarten teacher to the MES staff. Both teachers have been coming into MES to begin planning and organizing for the 2019-2020 school year.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

Date: 7/16/2019

Re: Staff and Program Highlights – July

Summer School: Summer school has concluded with the exception of Hunter Safety and a girl's volleyball session. These offerings will happen late in July and the first week of August. Staff and students did an admirable job of navigating the halls of Little Wolf Jr./Sr. High School amidst numerous projects that were underway. Thanks to Kevin Keller and Mary Eck for their leadership for creating yet another successful summer school session.

Summer Custodial: Custodial staff has performed admirably as they have aggressively adjusted to a cleaning schedule that takes into consideration the movement of furniture with rooms that are being abated for asbestos. Flexibility has been the key to accommodating the many needs of all of the stakeholders in the building.

2019 – 2020 Registration: Packets for registration have all been assembled and are ready for postal distribution. Thanks to Mrs. Koehn and Mrs. Keller for assembling this comprehensive packet.

Mental Health Summit & Social Emotional Learning Symposium: Principal Wolfgram, along with Danni Brauer and Janine Connolly attended the Wisconsin Mental Health Summit and the 2019 Summer Symposium for Social and Emotional Learning in Stevens Point on June 18th – 20th.

According to the Wisconsin Department of Instruction, “Social and Emotional Learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships and make responsible decisions.”

Preliminary examination of Manawa behavioral and academic data is beginning to expose where the application of attending to student mental health concerns, combined with a model of developing competencies in Social Emotional Learning curriculum may provide the additional scaffolding and support that Manawa students need for continued academic growth and maturity.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Carmen O'Brien
cc: Board of Education
Date: July 2019
Re: Business Office Highlights and Updates

This past month I continue to work on closing out the 2018-19 school year. This involves paying the last bills, balancing the bank accounts, making all final claims, and finalizing transfers between Funds (ex. Fund 10, 27, 50, 80). Also, I am working through the referendum accounting as this is new to me. The audit is scheduled for August 21-22 and all of this needs to be completed prior to it. The business office is busiest July through November. It may appear that not much is happening, but this is when all of the accounting and reporting to DPI takes place.

I participated in the Administrative retreat over July 9-10th. This is a nice time for our team to come together and reset for the upcoming school year.

I was also able to take some time off to be with my family this past month. This vacation time has allowed me to recharge my batteries so that I will be able to get through these next few months. I want to thank the administrative team for covering for me while I was gone and the Board of Education for allowing me this benefit.



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 7/17/19
Re: Special Ed/Curriculum Update

Special Ed

- Non-violent Crisis Intervention trainings began in June. Ann Warning is our district trainer. She did a fantastic job so far this summer. I attended one of the two refresher trainings to keep up my skills. I was impressed with the conversations that we had in the training the staff members in attendance were very thoughtful when it came to discussing ways to help students in challenging situations.
- We have begun to get ready for the return of students. Caseloads have rolled over in our paperwork system.

Curriculum

- Math curriculum writing started on July 2nd. 1st grade even finished! It was great to have time to talk with teachers in such a relaxed situation. I was most impressed with how one of our new teachers was treated during this work time. It was like he has worked in Manawa for years. That says a lot for the teachers we currently have.
- I was lucky enough to attend the Mental Health and Social Emotional Summit in Stevens Point with Mr. Wolfgram and Ms. Connolly. The most interesting topics were: teaching students how to use social media in productive ways, how to teach social emotional concepts in content areas and we were trained to be a trainer in Social Emotional Competencies.
- Mrs. Pari, Mrs. Sernau, Mr. Wolfgram, Mrs. Pukita, Mr. Cobarrubias, and I met twice this summer to review data in order to make decisions on upcoming initiatives. We looked at a variety of data sources using the Notice - Wonder Protocol. Using the protocol we found areas that are in need of work. It was decided that we will have the teachers go through the same protocol. The admin's notice and wonder statements will be shared with the staff. Staff statements will be used alongside the admin's to finalize areas of most urgent need.



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www.manawaschools.org

Implementation of Act 125 in Manawa

- The district had 2 certified Non-violent Crisis Intervention (NVCi) trainers through the 2018-19 school year, who trained 36 regular and special education staff members and 3 administrators.
- Annually, during the district all-staff in-service there is a presentation about Act 125 along with documentation procedure.

Seclusion and Restraint Report to the Board for 2018-2019

School	Total # of Students (students with disabilities)	Incidents of Seclusion and Restraint	Incidents of Restraint only	Incidents of Seclusion only
Elementary School	2 (2)	7	22	5
Jr. High	0 (0)	0	0	0
Sr. High	0(0)	0	0	0
Total	2	7	22	5

Note:

- One of the students at the elementary school qualified for special education mid-year, incidents of seclusion and/or restraint happened both before and after qualification of special education for this student.

Please contact the Special Education Director and/or the Building Principal if you have any questions about this report and/or the use of seclusion and restraint in the School District of Manawa.

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal

dwolfgram@manawaschools.org

(920) 596-5800

Michelle Pukita

Elementary Principal

mpukita@manawaschools.org

(920) 596-5700

Carmen O'Brien

Business Manager

cobrien@manawaschools.org

(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301

Technology Board Report

July 18, 2019



Camera Project

Installation is nearly complete at the high school. A few minor adjustments to cameras will be completed later this month and after abatement has been completed. We have identified a need for an additional external camera and additional more cable. Any impact on the project budget is identified below.

SDM Camera Project Budget					
Item	QTY	UNIT	EXT	Safety/Security	TEACH
Bauer Electric - Labor/Materials - High School			\$7,130.00	\$7,130.00	
Bauer Electric - Labor/Materials - Elementary School			\$6,510.00	\$6,510.00	
PC & Cell - Equipment - Both Schools			\$28,834.00	\$28,834.00	
PC & Cell - Labor			\$2,923.00	\$2,923.00	
PC & Cell - Additional camera			\$220.00	\$220.00	
Cat 6 Cable	10	250	\$2,500.00	\$2,500.00	
Cat 6 Cable	5	250	\$1,250.00	\$1,250.00	
Labor - Install Switches			\$1,000.00	\$1,000.00	
Switches	2	4532.05	\$9,064.10	\$6,344.87	\$2,719.23
APC Smart-UPS X 3000VA Rack/Tower LCD UPS with Network Management Card	2	1,901.21	\$3,802.42	\$3,802.42	
				Safety/Security	TEACH
			Project Cost	\$60,514.29	\$2,719.23
			Project Budget	\$68,806.00	\$2,719.23

Technology Board Report

July 18, 2019



Makerspace Training

We have scheduled Aug 7 for teacher makerspace training. Dennis Rockwell will be here to lead the team in a full day of training.

Network Infrastructure Power Needs

The utility work at the high school created an opportunity to test the district Uninterrupted Power Supply (UPS) devices and backup generators. The backup generators now supply power to the three network closets at the high school. In the event of a power outage, we can expect a ten second delay before the generator supplies power. We are planning additional UPS devices to help bolster our infrastructure.

Minutes of the July 8, 2019 Curriculum Committee Meeting

The meeting started at 6:00 p.m. in the High School Library

Board Committee Members: Scheller (C), Pohl

In Attendance: Dr. Oppor, D. Brauer, M. Pukita, D. Wolfgram, J. Krueger

Motion Pohl/Scheller to move Item 5 (Library plan) to beginning of agenda. Motion carried.

1. Library plan for SY1920
Motion Pohl/Scheller to recommend to BOE adoption of the library plan for SY 1920. Motion carried.
2. Prom Handbook for SY1920
Motion Pohl/Scheller to recommend to BOE approval of the Prom handbook for SY1920. Motion carried.
3. Academic Standards for SY1920
Motion Pohl/Scheller to recommend to BOE approval of the academic standards for SY1920. Motion carried.
4. LWJr./Sr.HS Student Handbook Updates for SY1920.
Motion Pohl/Scheller to recommend to BOE adoption of the LW Jr./Sr. HS student handbook updates for SY1920 as amended. Motion carried.
5. MES Student Handbook Updates for SY1920.
Motion Pohl/Scheller to recommend to BOE adoption of the MES student handbook for SY1920 as amended.
Motion carried.
6. Next Meeting Date: August 8 at 6:00 p.m.
7. Motion Pohl/Scheller to adjourn at 7:21 p.m.

Submitted by H  l  ne Pohl

Minutes of the July 8, 2019 Finance Committee Meeting

The meeting started at 5:03 p.m. in the HS Library

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

In Attendance: Dr. Oppor, Mrs. O'Brien, Mrs. Pukita, Mr. Wolfgram, Mr. Cobarubbias

Recorder: Bobbi Jo Pethke

Consider SY1920 Fundraisers (Information / Action):

Motion J. Johnson/Pethke to recommend to the full board. Motion carried.

Review State Budget Implications and Local Impact

Discussion on Process for Approving Bid Package #2 (Information / Action):

Motion by Pethke/J. Johnson to approve Bid package 2 by Hoffman as presented. Motion carried.

Motion by J. Johnson / Pethke to Conducting a Short Finance Committee Meeting on Aug. 15, Immediately Following P and HR to Approve 2019-20 Technology Bids. Motion carried.

Finance Committee Planning Guide (Information / Action)

Next Finance Committee Meeting Date: August 6, 2019 at 6:00 p.m.

Motion by Pethke/ J. Johnson to adjourn at 5:32 p.m. Motion carried.

Bobbi Jo Pethke, Recorder

Minutes of the July 15, 2019 Finance Committee Meeting

Start Time: 5:10 p.m. Location: LWHS Library @ 515 E. 4th Street, Manawa

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

In Attendance: Pethke, J. Johnson, Dr. Oppor, Mr. Cobarrubias, Mr. Wolfgram

Timer: J. Johnson

Recorder: J. Johnson

Consider Approval of the SY1920 Technology Bids (Information / Action): Motion by J. Johnson/Pethke to recommend CDW-G's quote for SY 1920 Technology Bid to the full Board as presented. Motion carried.

Finance Committee Planning Guide (Information / Action) Informational

Next Finance Committee Meeting Date: August 6, 2019 - 6:00 p.m. - HS Library

Adjourn: Motion by J. Johnson/Pethke to adjourn at 5:13 p.m. Motion carried.

Joanne Johnson, Recorder



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	1-Overview & Comments
Code	1 - For Board Review - Explanations & Comments - Vol. 28, No. 1.
Status	

WISCONSIN OVERVIEW AND COMMENTS

Volume 28, Number 1 January 2019

All production-related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please make any revisions on the BoardDocs software using the instructions provided to you. You may direct questions related to content to your Neola Associate. Questions regarding the software should be directed to the BoardDocs help desk staff.

If a District chooses not to adopt a policy or administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that topic.

The proposed new, revised, and replacement policies, administrative guidelines and forms included in this update have been thoroughly prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review District-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many, or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want to be included in the replacement policy. If so, a copy of any wording to be added and where it should be inserted should be forwarded with the replacement policy or guideline when it is returned to the Coshocton office for processing.

If the District authors language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies that are to be deleted from the policy manual require Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Processing Update Materials

Revisions to your policies and administrative guidelines should be made on the BoardDocs software using the instructions provided to you.

District-Specific Material

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola's warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

1. Materials from the District's existing materials that the District requests be incorporated during the drafting process;
2. New materials that the District develops in their entirety and exclusive of Neola; and
3. Revisions or deletions that substantively depart from Neola's templates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District-specific materials be incorporated. Neola reserves the right to but is not obligated to, advise the District to seek its own legal review of District-specific materials.

BYLAWS & POLICIES

Policy 1130 - Conflict of Interest (Revised)

Policy 3230 - Conflict of Interest (Revised)

Policy 4230 - Conflict of Interest (Revised)

These policies are revised to clarify the scope of the conflict of interest laws in the policy, particularly as it pertains to situations when there is a conflict or a potential conflict, and clearly identify that the conflict may not harm the interests of the school district. The law, both section 19.59, Wis. Stats. and the criminal conflict statute, section 946.13, Wis. Stats. does not require that a violation is to the actual detriment of the district. The appearance and potential for compromised loyalty are sufficient to trigger application of the prohibitions if a public official is, due to his or her position as a public official, in a position to influence or does influence a course of action that also benefits that individual.

These changes are recommended to make it more clear to employees that the scope of the conflicts rules are not mitigated by assertions that the conflict produced a benefit to the school district. As such, the changes are recommended, but not required.

The law does not include any ill intent or harm element, only the presence of the conflict and, in the case of the ethical conflict statute (Section 19.59, Wis. Stats.) some action, including participating in discussion or deliberations on a matter of personal interest, as well as an actual vote.

Policy 1400V1 - Job Descriptions (Revised)

Policy 3120.01 - Job Descriptions (Revised)

Policy 4120.01 - Job Descriptions (Revised)

These policies have been clarified to distinguish the board's obligation to approve job descriptions for licensed personnel while allowing the option for approval of support staff job descriptions by the administration.

These revisions are recommended for clarity and flexibility but not required.

Policy 1422 - Nondiscrimination and Equal Employment Opportunity (Revised)

Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity (Revised)

Policy 3122 - Nondiscrimination and Equal Employment Opportunity (Revised)

Policy 4122 - Nondiscrimination and Equal Employment Opportunity (Revised)

Policy 5517 - Student Anti-Harassment (Revised)

The United States Department of Education's Office for Civil Rights expects to see policy language mandating that school districts retain records and materials gathered during the course of investigations of harassment. The revised policy now includes a section addressing the Board's responsibility to maintain investigatory records. Boards should already be maintaining such records as a matter of practice.

The District Administrator should recommend adoption of these policies, and the Board should take such action so that its policies are legally correct.

Policy 1662 - Employee Anti-Harassment (Revised)

Policy 3362 - Employee Anti-Harassment (Revised)

Policy 4362 - Employee Anti-Harassment (Revised)

These policies are revised to clarify the investigation process and the rights of the accused during the course of the investigation,

including the effect of failure to meet certain timelines and, includes a new section authorizing the use of administrative leave pending an investigation.

Further, the United States Department of Education's Office for Civil Rights expects to see policy language mandating that school districts retain records and materials gathered during the course of investigations of harassment. The revised policy now includes a section addressing the Board's responsibility to maintain investigatory records. Boards should already be maintaining such records as a matter of practice.

The District Administrator should recommend adoption of these policies, and the Board should take such action so that its policies are legally correct.

Policy 2270 - Religion in the Curriculum (Revised)

As outside parties have appeared to increase their scrutiny of references to religion in the curriculum, the terminology in this policy has been clarified to better conform to legal standards.

The revisions are recommended but not required.

Policy 2420 - Education for Employment (Replacement)

This policy is being offered as a replacement document, as it has been re-written to more clearly identify the requirements from PI 26 and addresses the grade level requirements for providing education regarding employment. The revised policy also explains the regulatory requirements and addresses the requirements for the district's plan regarding education for employment. The revised policy is required for compliance with PI 26.

Policy 2270.01 - School Performance and Accountability Reports (Revised)

The language which refers to prior statutory programs which are no longer active has been deleted from the policy.

These modifications are recommended for consistency with current regulations.

Policy 3120 – Employment of Professional Staff (Revised)

This policy is revised to clarify the legal requirements about full-time teacher contracts and situations in which employment before board approval may be permitted.

The policy revisions are recommended, and as to the initial employment of certain employees, are necessary to more accurately reflect the law.

Policy 3139 – Staff Discipline (Revised)

This policy has been revised to remove reference to termination, as that is covered by Policy 3140 - Non-renewal, Resignation, and Termination. The policy is also revised to include an option to address the non-disciplinary nature of corrective action related to performance, such as the use of performance improvement plans.

These revisions are recommended.

Policy 3140 – Non-Renewal, Resignation, and Termination (Revised)

This policy is re-drafted to clarify the processes applicable to different types of employees depending on whether the employee is a teacher covered by Section 118.22, Wis. Stats., and an administrator covered by Section 118.24, Wis. Stats., an employee not covered by express statutory rules, but who has an employment agreement, and other employees.

These revisions are recommended to clarify the policy and applicable procedures for each different type of employee.

Policy 3143 - Non-Renewal of Administrative Contracts (DELETE)

The language regarding professional staff nonrenewal, term, and resignation have been incorporated into other policies and therefore it should be removed from the District's policy collection.

Policy 5111 – Eligibility of Resident/Nonresident Students (Revised)

The policy is revised to more accurately reflect the districts' responsibility in determining resident status of a student at enrollment. Importantly, the policy is revised to avoid situations that put the district in the position of interpreting custody and/or physical placement orders within the context of divorced or separated parents.

These revisions are recommended. In the case of divorced parents, school districts are not permitted to make enrollment decisions based on a court's divorce order, but rather based on standard concepts of residency. It is the responsibility of the parents to address

perceived violations of a custody/physical placement order and/or educational placement disputes.

The policy is also revised to clarify the imposition of conditional enrollment in the case of a student permitted to enroll that would otherwise be excluded from enrollment due to expulsion from another school district.

Policy 5113 - Open Enrollment Program (Interdistrict) (Revised)

Language has been added to the policy to be consistent with the statutory provision addressing non-resident school boards approving applications that were initially denied. The policy is also revised to remove reference to the transition year of 2015-2016 and to incorporate changes to the alternative application procedures implemented by emergency rule. Note that DPI is taking comments on the emergency rule provisions and if final regulations vary from the incorporated procedures, subsequent policy revisions will be provided. The revision is recommended for consistency with current law.

Policy 5114 - Nonimmigrant Students In Visitor Programs (Revised)

Language has been deleted from the policy which suggested a host family must reside in the district. Since a host family may be a non-resident family that has one or more children open enrolled in the district, the deletion of the residency reference is required for consistency with law.

Policy 5341 - Emergency Medical Authorization (Revised)

The policy has been revised to acknowledge that the Emergency Medical Authorization forms might be maintained in electronic files or a student management system.

The revision is recommended but not required.

Policy 5512 – Use of Tobacco or Nicotine by Students (Revised)

This policy is revised to permit an exception to the use by students of certain products containing nicotine if done so under the direction of a medical practitioner and consistent with the district's medications policy in situations in which the product is part of an approved cessation program.

This revision is recommended but not required.

Policy 5724 - High School Voter Registration Program (Delete)

Section 6.28, Wis. Stats. was revised to eliminate the requirement for schools to assist with voter registration. However, nothing in the law prohibits a district from voluntarily conducting such a program if the district chooses.

Since there is no longer a statutory requirement to continue the program, the policy should be deleted.

Policy 6150 - Tuition Income (Revised)

The terminology in this policy has been clarified for better consistency with the statutes, and the revisions are recommended for that purpose.

Policy 6220 - Budget Preparation (Revised)

As DPI currently provides a format for the preparation of the proposed budget, the detailed components in the policy are not necessary and could lead to confusion.

The revisions are recommended for consistency with current DPI budget preparation formats.

Policy 6235 – Fund Balance (Revised)

This policy is revised so that it more accurately reflects the accounting practices, and incorporates the descriptions of different fund balance designations directly in this policy.

Adoption of this revision is recommended, but not required.

Policy 6440 - Cooperative Purchasing (Revised)

The language has been modified to acknowledge current practices of purchasing via the state contract administered by the Wisconsin Department of Administration or through CESA joint purchasing contracts.

The revisions are recommended for consistency with current practices.

Policy 6520 - Payroll Deductions (Revised)

Language regarding withholding has been clarified and a drafting note added to explain that even though Act 10 and the recent Supreme Court decision prohibit mandatory dues deductions or fair share payments to unions, if a district does not allow voluntary payments to a labor organization when it allows voluntary payments to other outside parties, the district might be alleged to be acting in a discriminatory manner toward union affiliation. Thus, that remains as a voluntary option.

Policy 8330 – Student Records (Revised)

The policy is revised to reflect the requirement that student records be transferred to a new school the next working day if such a request is received in writing.

This revision reflects a change in state law and is required.

Policy 9130 - Public Requests, Suggestions or Complaints (Revised)

Modifications have been made to the policy to clarify appeal steps and the temporary vs. permanent withdrawal of materials pending committee recommendations.

The revisions are recommended but not required.

Policy 9150 – School Visitors (Revised)

A statutory citation has been added to the policy to expressly reference Section 120.13(35), Wis. Stats., which grants school boards the authority to control the presence of persons on school grounds.

ADMINISTRATIVE GUIDELINES

AG 2271 – Early College Credit Program (Revised)

The guideline is revised to reflect the revisions made by the biennial budget bill's replacement of the Youth Options Program with the Early College Credit Program and DPI's issuance of an emergency rule implementing that change. The rule was issued on October 27, 2018.

Note that the policy does not include detail concerning the implementation of the program, and therefore, no changes are necessary to the policy. However, the guideline provides detail that requires revision, and those revisions are made. Specifically, those include clarifications regarding the determination of comparability of postsecondary courses to those offered by the district, as well as notice timelines for students' intent to participate in the summer session, if applicable. Note that this first notice deadline is February 1.

Note as well that the rule provides that DPI will determine that students receiving free and reduced lunch meet the undue hardship standard for tuition waiver under the program. The law still, however, states that districts will waive the cost if informed by DPI that the student is entitled to such waiver. The rule, at least in its emergency form, establishes the basis for that decision but does not change the district's role, which is to waive tuition for students DPI has informed it is entitled to such waiver. For this reason, this provision is not incorporated into the revised guideline language.

For Grade School Districts – note that although grade school districts do not implement the early college credit program, the notice requirements apply to 8th-grade students. There is no exception to the notice requirement that excludes grade school districts. The initial deadlines for students to state their intent to participate in the program occur during the 8th-grade year for participation in 9th grade; therefore, those students should be given notice of the program.

AG 4231 – Outside Activities (DELETE)

This guideline is being deleted from the templates. The guideline's statements are, as written, potentially ambiguous and these issues are adequately covered elsewhere in policy and guideline.

AG 5540A – Relationship with Governmental Agencies (Revised)

Revisions have been made to this guideline for the purpose of consistency with terminology in other policies and guidelines. Revisions are recommended but not required.

AG 5610 – Suspension and Expulsion (Revised)

The guideline is revised to clarify certain timelines, and to correct language referencing law enforcement instead of the criminal justice system.

AG 8330 – Student Records (Revised)

See Notes to Policy 8330.

AG 8600 - Transportation (Revised)

This guideline has been revised to include additional options regarding the contract between the district and a transportation provider, as well as clarifying language about student conduct on buses.

The revisions are recommended but not required.

AG 9270 – Home-Based Private Education Students (Revised)

Several language improvements and structural revisions are made to make the guideline more accurate and user-friendly.

FORMS

Form 1422 F2 - Notice of Nondiscrimination and Complaint Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA) (Revised)

This form has been revised to be consistent with the necessary notice requirements established by the OCR and the changes made to Policy 1422.

Form 2260 F2 - Notice of Nondiscrimination and Internal Complaint Procedures (Including Title VI, Title VII, and Title IX) (Revised)

This form has been revised to be consistent with the necessary notice requirements established by the OCR and the changes made to Policy 2260.

Form 3122 F2 - Notice of Nondiscrimination and Complaint Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA) (Revised)

This form has been revised to be consistent with the necessary notice requirements established by the OCR and the changes made to Policy 3122.

Form 4122 F2 - Notice of Nondiscrimination and Complaint Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA) (Revised)

This form has been revised to be consistent with the necessary notice requirements established by the OCR and the changes made to Policy 4122.

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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Overview & Comments
Code	1 - For Board Review - Explanations & Comments 1 - Safety Update
Status	

WISCONSIN OVERVIEW AND COMMENTS

SCHOOL SAFETY UPDATE MATERIALS FEBRUARY 2019

The issue of school safety has been and continues to be a focus of both school district officials and legislators. This past year saw a flurry of activity in the legislative realm, along with efforts to provide resources to school districts for safety-related initiatives through multiple rounds of grant funding. The legislative initiatives, passed in 2017 Wisconsin Act 143, published into law on March 27, 2018, included several specific components applicable to public school districts.

Specifically, the law imposed new on-site safety assessment requirements, requires school violence drills, and the development of school safety plans. In addition, the law expands mandatory reporting requirements to include, in addition to reporting of an instance of suspected child abuse or neglect, that all school personnel must report certain threats of violence made in or targeted at a school. A threat must be reported if the reporter believes in good faith that the threat creates a serious and imminent threat to the health or safety of a student, school employee, or the public.

All school districts will have, by now, submitted facility documents to local law enforcement agencies (e.g. blueprints), which was to be completed by July 1, 2018. Also, all districts will have created an initial school safety plan and submitted a report to the Department of Public Instruction, which includes those components identified in revised Policy 8420 (included in this update). This report is to be submitted to DPI every year before January 1.

Schools have been asked to engage in a significant amount of school safety and security-related activity over the past 9-12 months. Specifically, Districts have been required to conduct threat assessments and develop updated or in some cases new facilities' safety and security plans, to evaluate and potentially apply for and implement two rounds of school safety grants and resulting projects, including preparing staff for grant required training, and all other activities necessitated by the flurry of school safety and security efforts. Now that the grant cycle is quiet and the initial plans and blueprints have been submitted, this time presents an opportunity to review other board policies and guidelines affected by, related to, or that may be improved by reference to school safety concepts.

Neola has reviewed these legal changes and identified policies that touch on subject matter impacted by this law. The following update materials are provided to school district clients to consider adopting and/or revising to continue to address school safety matters and to continue to focus on efforts to improve security and prepare to respond to threats to that security.

BYLAWS AND POLICIES

Policy 1213 – Student Supervision and Welfare (Revised)

Policy 3213 - Student Supervision and Welfare (Revised)

Policy 4213 - Student Supervision and Welfare (Revised)

The policy is revised to make it clear that the Board expects that all administrators are responsible for taking steps to monitor and maintain student welfare matters.

Policy 5112 - Entrance Age (Revised)

This policy is revised to make reference to initial enrollment safeguards relative to prior expulsions and other conduct potentially denoting a violation of the student code of conduct. This is intended to assist in identifying students coming into the district whose prior conduct justifies analysis of the student's potential threat to school safety, and references other policies concerning the code of conduct and prior expulsions.

Policy 5500 – Student Code of Conduct (Revised)

Policy language is expanded to describe the information that must be included in the student code of conduct, and to remind staff that removing a student for a threat of violence may be appropriate as unruly and disruptive behavior, but may also separately necessitate reporting. Removing the student does not itself constitute a report.

Policy 5600 – Student Discipline (DELETE)

This policy is redundant to Policy 5500, and at least to the extent that it asserts that the Code of Conduct is “promulgated by the administration” it is not consistent with current law. The Student Code of Conduct must already be in place, but more importantly, it must be approved by the Board.

Policy 5610 – Suspension and Expulsion (Revised)

An option is added to the list of topics expected for inclusion in the administrative guidelines implementing this section, to reference, as a reminder, that suspension or the commencement of expulsion procedures as discipline for student conduct is not sufficient in instances in which a report is required due to the good faith belief in the threat of harm.

Policy 7440 – Facility Security (Revised)

The policy is revised to refer to the District’s policy on developing the school safety plan in the manner more fully described in Policy 8420. Also, it is revised to remove as an option that the doors be locked during instruction as that is a minimum expectation relative to security.

Policy 7440.01 – Video Surveillance and Electronic Monitoring (Revised)

The Policy is revised to include reference to the school safety plan as an option for the process of establishing the use of surveillance video, as that topic is part of the safety plan and security procedures properly taken up through the process of developing the plan. Other updates are made to this policy to be both consistent with practice and with the permissible nature of the use of video surveillance, and to retain flexibility in case-by-case situations for its use.

Note that many schools and local police departments have discussed interest in establishing a live accessible closed-circuit feed from school cameras to police departments. The policy does not address this, because the Department of Public Instruction has stated that it is working on guidance relative to this type of program and the ongoing accessibility of pupil record information that it implicates. Until further guidance is developed, districts that wish to pursue these types of systems should consult with their legal counsel.

Policy 8407 – School Resource Officer Program (Revised)

This policy, which is a new policy from the most recent update, is revised to make reference to the School Safety and Emergency Preparedness policy, 8420, and the school safety plan.

Policy 8410 – Crisis Intervention (Revised)

This policy has been revised to include only crisis intervention and reference to crisis intervention topics, guidance, etc. Note that the school safety components have been incorporated into the emergency preparedness policy, 8420. This policy is explicitly limited to crisis intervention as it relates to individuals exhibits signs of stressors that may be indicative of a potential crisis or threat as it relates to that individual, along with intervention efforts associated with those concepts. Facilities’ threat assessments and interventions are incorporated into Policy 8420.

Policy 8420 – School Safety and Emergency Preparedness (Revised)

The policy is revised to incorporate all aspects of the school district’s school safety and emergency preparedness plans, including the requirements for development, regular review and approval, facility threat assessments, training requirements, reporting requirements, and confidentiality measures.

Policy 8462 – Child Abuse or Neglect (Revised)

This policy has been changed to remove reference to the mandatory reporting requirements associated with threats of violence and relocating them to a separate related policy.

Policy 8462.01 – Threats of Violence (NEW)

This is a new policy developed out of the mandatory reporting policy which previously incorporated reporting and training obligations for both instances of suspected child abuse or neglect and of instances of threats of violence. These two obligations are connected in that there are overlapping requirements and statutory incorporations and the contents of the obligations and policies have not materially changed. However, the decision was made to separate the two types of reporting situations so they are more readily accessed and reviewed when needed.

ADMINISTRATIVE GUIDELINES

AG 7440.01 – Video Surveillance and Electronic Monitoring (Delete)

This content is incorporated into Policy 7440 and into the School Safety plan development policy language in Policy 8420.

AG 8410F - Crisis Procedure Checklist (Delete)

This guideline has been deleted and its contents have been incorporated into Policy 8420. This Guideline does not directly relate to crisis intervention but is rather more related to the procedures

AG 8410G - Characteristics of a Safe Physical Environment (Delete)

This guideline has been deleted and its contents have been incorporated into Policy 8420. This Guideline does not directly relate to crisis intervention but is rather more related to the procedures.

AG 8420 - Emergency Procedures (Revised)

The guideline is revised to reflect the schools' obligation to conduct a safety drill annually, although an option to do so more frequently is still available. The guideline also references the Board's obligation to review and approve reports verifying details of the required drill and to submit the report to the office of school safety.

AG 8462 – Mandatory Reporting of Child Abuse or Neglect and Threats of Violence (Revised)

The guideline implements both policy 8462 and 8462.01 regarding procedures for reporting instances of child abuse and neglect and threats of violence.

Last Modified by Steve LaVallee on March 28, 2019



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Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Overview & Comments Supplement
Code	1 - For Board Review - Explanations & Comments 2 - Vol. 28, No. 1 + Safety Update
Status	

Overview and Comments School Safety Update

Earlier this year Neola released an update providing revisions to policies related to school safety legislation and related policy considerations. As is always the case, we are continuously reviewing and improving policies, including in response to input from our school district clients throughout Wisconsin. As a result, we have identified in a few of the school safety policies improvements that are being offered prior to the adoption of the policy revisions. Those improvements are described below.

Policies 1213/3213/4213 – Student Supervision and Welfare (Revised)

Revisions have been made to this policy to clarify the options regarding incident reporting procedures. The revisions are intended to clarify that while reporting to law enforcement is required, as part of that procedure, staff may be required to report to the building administrator as well. Revision is also made to clarify that the restriction on social media posting of student related material refers to staff personal social media accounts. This provision is not intended to prohibit or limit content on school or district-managed accounts, provided that parental opt-out elections and other pupil confidentiality requirements are observed relative to any such postings.

Policy 7440 – Facility Security (Revised)

The policy is revised to restore language to better align with the balance of the procedures in the policy involving signing in and providing tags for visitors.

Policy 8420 – School Safety and Emergency Preparedness (Revised)

The policy is revised in several ways to be more user-friendly and to more accurately reflect the law relative to the creation of the school safety plan and its incorporation of measures related to school violence as well as the incorporation of existing plan requirements regarding preparedness for other hazards, such as fire, tornados, etc.

The policy is revised to reference the school safety plans' inclusion of drill requirements, including the scheduling of fire drills, tornado and other hazards drills, school safety incident drills, and school violence drills. The law requires monthly fire drills and twice annual tornado and other hazard drills, and twice annual school safety drills. The school safety drills can take the place of one of the fire or tornado drills. Further, the law requires at least once annually that each school conduct a school violence drill, which can take the place of one of the school safety incident drills. Any school may conduct more drills than required. Because of the different permutations that may exist in terms of different drills and scheduling, this should be covered in the school safety plan. The law requires that the plan include reference to the drills and describe the process for the evaluation of each drill.

Finally, the policy is revised to provide the option for the Board to review and approve the school safety plan annually OR every three years. While the law only requires review and approval every three years, it is advisable to complete the process annually to assure that it gets completed and that the importance of the issue is reflected in more regular and deliberate consideration of each school's preparedness.

Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of CONFLICT OF INTEREST
Code	po1130
Status	
Adopted	October 17, 2016

1130 - CONFLICT OF INTEREST - PRIVATE PRACTICE

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees and is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees. Administrative employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy. ~~Employees are expected to perform their duties in a manner free from conflict of interest consistent with 19.59, Wis. Stats.~~

- A. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the staff member's regular duties
 2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees.
 3. the use, sale, or improper divulging of any privileged information through his/her access to School District records about a student or client gained in the course of the employee's employment, ~~or through his/her access to School District records~~
 4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 5. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- C. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.

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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	

1213 - STUDENT SUPERVISION AND WELFARE

Administrators ~~because of their proximity to students~~ are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

An administrator who is found to have had sexual contact with any student, ~~including a student age sixteen (16) or older,~~ shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

Each ~~It is the responsibility of the~~ District Administrator shall ~~to~~ maintain the following a standards of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following:

- A. An administrator shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures. ~~() Each administrator shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.~~
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Emergency Preparedness.
- C. An administrator should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. ~~Each administrator shall immediately report to the Principal any accident or safety hazard s/he detects.~~
- E. ~~Each administrator shall immediately report to the Principal any knowledge of threats of violence by students.~~
- F. An administrator shall not send students on any personal errands.
- G. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- H. ~~If a student comes to an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the administrator may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should an administrator attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.~~



Book Policy Manual
Section For Board Review - Vol. 28, No.1 + Safety Update
Title Copy of JOB DESCRIPTIONS
Code po1400
Status
Adopted October 17, 2016

1400 - JOB DESCRIPTIONS

The Board recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional and support staff positions.

Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained in the District Office.

The job description of the District Administrator shall be included in the Board policy manual.

All other job descriptions shall be approved by the District Administrator and will be maintained in the District office.

As long as the provisions of the job description(s) are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District."

Each job description shall include a statement that reserves the authority to the District Administrator to assign additional duties and responsibilities as necessary within the scope of the employment position.

Employees will be evaluated, at least in part, against their job descriptions.

During the hiring process, the current job description for the position for which the individual is interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

From time-to-time, the Board further recognizes that the District Administrator may find it necessary to revise job descriptions.

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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422
Status	
Adopted	October 17, 2016
Last Revised	November 19, 2018

1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board does not discriminate in the employment of administrative staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Carmen O'Brien
~~Business Manager~~ ~~Director of Curriculum Assessment~~
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org ~~@manawa.k12.wi.us~~

Daniel Wolfgram
High School/Junior High School Principal
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5310
[dewolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org) ~~@manawa.k12.wi.us~~

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

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other supervisory employee so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employee who receives such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and member of the Board), a resident of the District, or a visitor to the District. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 1422 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

Complaint Procedure

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, District Administrator, or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the District Administrator.

Within two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the

allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the District Administrator.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent.

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

If the District Administrator determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the District Administrator's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained in accordance with the School Board's records retention policy.~~

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter. In those

cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

Education and Training

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

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
-
2. narratives of all verbal reports, allegations, complaints, and statements collected;
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3. a narrative of all actions taken by District personnel;
-
4. any written documentation of actions taken by District personnel;
-
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
-
6. all documentary evidence;
-
7. e-mails, texts, or social media posts pertaining to the investigation;
-
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
-
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
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10. dated written determinations to the parties;
-
11. dated written descriptions of verbal notifications to the parties;
-
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
-
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

Legal

111.31 et seq., 111.335(d)(2), 118.195, 118.20, Wis. Stats.

Fourteenth Amendment, U.S. Constitution

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

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

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

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

34 C.F.R. Part 110 (7/27/93)

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

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

Last Modified by Steve LaVallee on June 12, 2019



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1662 - EMPLOYEE ANTI-HARASSMENT

Prohibited Harassment

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee- to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

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

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

Definitions

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

- A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;
- C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

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 sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

Boundary Invasions

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:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text-messaging or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. 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);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly "touchy" with students
- P. favoring certain students by inviting them to come to the classroom at non- class times;
- Q. getting a student out of class to visit with the staff member;
- R. 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;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student "secrets" and having "secrets" with a student;
- V. other similar activities or behavior;

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

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Age Harassment

Prohibited age based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other ~~District~~school officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate ~~District~~school officials are as follows:
 1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall assume the role of the District Compliance Officer for such complaints.
 2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Carmen O'Brien_
~~Business Manager~~ ~~Director of Curriculum Assessment~~
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org@manawa.k12.wi.us-d

Daniel Wolfgram
High School/Junior High School Principal
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5310
wolfgram@manawaschools.org@manawa.k12.wi.us

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

Complaint Procedure

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant," may file a complaint, either orally or in writing with a teacher, Principal, CO, District Administrator, or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall assume the role of the CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received.

~~The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint. and a copy of this policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.~~

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

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

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subject to harassment. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the School Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

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

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 3340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

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

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

Privacy/Confidentiality

The School District will employ ~~all~~ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so, shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the law.~~

Directives During Investigation

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

The CO shall determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

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

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. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Allegations Constituting Criminal Conduct

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the District Administrator shall be advised that local law enforcement was notified.

If the complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made the Board President shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the CO may work cooperatively with outside agencies to conduct concurrent

investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause and after consultation with the District Administrator.

Reprisal

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

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

Miscellaneous

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A link to this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;

12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

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Legal

Wis. Stats. 111.31, 118.195, 118.20
20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)
20 U.S.C. 1681 et seq.
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Legal

Wis. Stats. 111.31, 118.195, 118.20
20 U.S.C. 1681 et seq., Title IX
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975 42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983

Last Modified by Steve LaVallee on June 12, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	
Adopted	October 17, 2016
Last Revised	December 18, 2017

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL 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.

In furtherance of the aforesaid goal, the District Administrator shall:

- A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society;_provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which ~~is~~are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive a public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Title IX Complaint Coordinators/~~District~~-Compliance Officers

The Board designates the following individuals to serve as the District's "Title IX Complaint Coordinators/Compliance Officers" (hereinafter referred to as the "COs").

Carmen O'Brien
Business Manager~~Director of Curriculum & Assessment~~
School District of Manawa
800 Beech Street

Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org@manawa.k12.wi.us

Daniel Wolfgram
High School/Junior High School Principal
800 Beech Street
Manawa, WI 54949
920-596-5310
dewolfgram@manawaschools.org@manawa.k12.wi.us

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

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Principal or District Administrator if the principal is the compliance officer prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

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

The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding or request the complaint further investigation. A copy of the District Administrator's final decision will be delivered to the complainant.

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

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

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

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

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

~~All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8130). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.~~

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

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

1. all written reports;
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2. narratives of all verbal reports or statements;
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3. a narrative of all actions taken by District personnel;
-
4. any written documentation of actions taken by District personnel;
-
5. written witness statements;
-
6. narratives or audio, video, or digital recordings of verbal witness statements;
-
7. any documentary evidence;
-
8. handwritten and contemporaneous notes;
-
9. e-mails, texts, or social media posts related to the investigation and allegations;
-
10. dated written determinations;
-
11. dated written descriptions of verbal notifications to the parties;
-
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders; and
-
13. documentation of all actions taken to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy the discriminatory effects.

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

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

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Legal

- 118.13 Wis. Stats.
- P.I. 9, 41, Wis. Adm. Code
- Fourteenth Amendment, U.S. Constitution
- 20 U.S.C. Section 1681, Title IX of Education Amendments Act
- 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
- 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
- 29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
- 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
- 42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
- 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
- 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
- Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Last Modified by Steve LaVallee on June 12, 2019

Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of RELIGION IN THE CURRICULUM
Code	po2270
Status	
Adopted	October 17, 2016
Last Revised	November 19, 2018

2270 - RELIGION IN THE CURRICULUM

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibits students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 and AG 8800A, AG 8800B, and AG 8800D. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which ~~religion~~ ~~religious consciousness~~ ~~often is incorporated into certain aspects of~~ ~~has permeated~~ the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools ~~sometimes~~ ~~frequently~~ contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials ~~may contain such references, or may concern such issues,~~ ~~may be religious in nature~~ shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class period.

The student will be provided with alternate learning activities during the times of such parent's request for absence.

For the privacy of students whose parents request that they not take part in the particular class period prior arrangements will be made for the student(s) to go to a supervised location where, under the supervision of a staff member the student(s) will be provided with the alternate learning activities during the requested absence.

The District's instructional materials shall not be designed to influence students to accept or reject a particular religious belief or point of view and the District Administrator shall prepare administrative guidelines to that effect.

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130.

See Reference: Policy 8800

See References: AG 8800A, AG 8800B, and AG 8800D

Legal

U.S. Constitutional Amendment 1

Last Modified by Steve LaVallee on March 28, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No.1 + Safety Update
Title EDUCATION FOR EMPLOYMENT
Code po2420 - NEW
Status

NEW POLICY

2420 - **EDUCATION FOR EMPLOYMENT**

- A. The education for employment program provides career awareness for elementary grade levels by developing an understanding of the following:
1. Why people work;
 2. The kinds of conditions under which people work;
 3. The levels of training and education needed for work;
 4. Common expectations for employees in the workplace;
 5. How expectations at school are related to expectations in the world of work.
- B. Career exploration at the middle school grade levels includes developing an understanding of the continuum of careers across work environments, duties, and responsibilities and how a student's personal interests and skills relate to those careers. Career exploration may also include work-based learning experiences and career research identifying personal preferences in relation to occupations and careers students may pursue.
- C. Career planning and preparation at the high school grade levels, which shall include the following:
1. Conducting career research to identify personal preferences in relation to specific occupations.
 2. School-supervised, work-based learning experiences.
 3. Instruction in career decision making.
 4. Instruction that provides for the practical application of academic skills, applied technologies, economics, including entrepreneurship education and personal financial literacy.
 5. Student access to career and technical education programs, including programs at technical colleges.
 6. Student access to accurate national, regional, and State labor market information, including labor market supply and demand.
 7. Instruction and experience in developing and refining the skills and behaviors needed by students to obtain and retain employment.
- D. An education for employment program shall include a long-range plan approved by the Board and developed by a team of District staff and community stakeholders, which may include businesses, postsecondary education institutions, and workforce development organizations. The Board will annually review the plan and, if necessary, update the long-range plan and education for employment program under s. PI 26.03. This review shall evaluate student postsecondary outcomes. At the conclusion of the review, the Board shall prepare a report on the District's education for employment program. The report shall describe the education for employment program's current progress and future goals related to improving student postsecondary outcomes. The Board will publish its long-range plan and the report on the District's website. The District shall annually notify parents of its

education for employment program. The notice shall inform parents of the information and opportunities available to students under s. PI 26.03 (2) and (3), including the availability of programs at technical colleges.

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Legal

P.I. 26.03, Wis. Admin. Code

Last Modified by Steve LaVallee on June 4, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of SCHOOL PERFORMANCE REPORT
Code	po2700.01
Status	
Adopted	October 1, 2015
Last Revised	June 19, 2017

2700.01 - **SCHOOL PERFORMANCE REPORT**

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District.

State School Performance Report

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

The annual school and School district report shall be made available on the District's website for public viewing.

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

- A. indicators of academic achievement, including the performance of students on Statewide assessment examinations by subject area
- B. dropout, attendance, retention in grade and graduation rates
- C. percentage of habitual truants, percentage of students participating in extracurricular and community activities and advanced placement courses
- D. percentage of graduates in postsecondary educational programs and percentage of graduates entering the workforce
- E. number of suspensions and expulsions, the reasons for, and duration of, the suspensions and expulsions and the length of time students are expelled
- F. staffing and financial data information
- G. number and percentage of resident students attending a course in a nonresident district and the number and percentage of nonresident students attending a course in the district, and
- H. method of reading instruction used in the District

Title I Provisions of the School Performance Report

In any year that the District receives Title I funding, its school performance report must also include the following information:

- A. the number and percentage of schools identified for school improvement and how long they have been in that category
- B. a comparison of the achievement by the Districts' students on the Statewide academic assessment to the achievement of students in the State as a whole

- C. for each school, whether it has been identified for school improvement, and a comparison of the school's student achievement on the Statewide achievement assessments and other adequate yearly progress indicators to those students in the District and the State as a whole
- D. aggregated achievement information on State assessments in math, reading or language arts, and science
- E. achievement information for math, reading or language arts, and science disaggregated by race, ethnicity, disability, gender, migrant status, English proficiency, and status as economically disadvantaged, except in cases where numbers are too small to be statistically robust or where the results would reveal personally identifiable information about an individual student
- F. the percentage of students not tested, disaggregated with the same conditions as in paragraph E above
- G. information that can be used to compare actual achievement levels with State objectives for each group
- H. the most recent two (2) year trend data in achievement by subject area and grade level in areas where assessments are required
- I. aggregate information on State indicators used to determine adequate yearly progress in achieving State academic achievement indicators
- J. graduation rates for high school students
- K. information about ~~the~~ performance of the District and whether it is making adequate yearly progress, including the number and names of schools identified for school improvement under "Consequences for Low-Performing Schools", and
- L. the professional qualifications of teachers and the percentage of such teachers teaching with permits or emergency licensure, both in the aggregate and disaggregated by high-poverty compared to low-poverty schools.

This information must be disseminated annually, no later than the beginning of the school year, to all buildings and all parents, and made widely available through public means such as posting on the Internet and distribution to local media and public agencies. Distribution to parents should be in an understandable format and in a language the parents can understand. This report to parents may be included with the student report cards at the end of the year, if all students receive report cards.

School Accountability Reports

A copy of the accountability reports and ranking levels for each school within the District shall be provided to all parents on an annual basis. ~~Additionally, on an annual basis a list of all educational options available to children who reside in the District, including public school, private schools participating in a parental choice program, charter schools, virtual schools, full time open enrollment, youth options, course options, and options for pupils enrolled in a home-based private education program.~~

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

Last Modified by Steve LaVallee on March 28, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	May 16, 2016
Last Revised	November 19, 2018

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board recognizes that positions be filled with highly-qualified and competent personnel are vital to the successful operation of the District.

All employees other than the District Administrator or support staff members (Policy 0100 – Definitions) are considered professional employees.

The Board shall approve the employment, fix the compensation, and establish the term of employment for each professional staff member employed by this District. Teachers, governed by Wis. Stat. 118.22 and administrators, governed by Wis. Stat. 118.24, may only be employed by contract and only following majority vote of the full membership of the Board or as required or permitted by law. ~~The Board shall approve the employment of any employee required by law to be employed only following the majority vote of the full membership of the Board.~~

The District Administrator shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment," and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment."

Such approval shall be given only to those candidates for employment recommended by the District Administrator.

When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.

All applications for employment shall be referred to WECAN.

Relatives of Board members may be employed by the Board. If the Board member benefits financially either directly or indirectly, the Board member may not participate in any way in the discussion or vote on any matter relating to said employment.

Relatives of staff members may be employed by the Board. The newly employed staff member shall not be placed in a position in which s/he will be supervised directly by, or supervise directly, his/her relative.

Any professional staff member's intentional misstatement of fact pertaining to his/her qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Board.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program, except as prohibited by law, including the employment of full-time teachers and certain administrative employees on a substitute basis, pending Board approval. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment as professional staff shall receive recommendation for such employment without having proffered visual evidence of proper certification or application for such certification. For staff members instructing children in reading and/or language

arts, pre-school and/or grades kindergarten through sixth grade, their certificate must verify successful completion of instruction that includes the teaching of phonics.

For each candidate, a satisfactory background check will be conducted by the Department of Public Instruction or appropriate State agency.

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the District Administrator a statement showing the date of expiration and the grade and character of the certificate or license held.

The District Administrator shall prepare procedures for the recruitment and selection of all professional staff that includes reporting newly hired employees to the Wisconsin Department of Workforce Development.

DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS

As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the District Administrator, where appropriate, to support teacher licensure opportunities.

EXPERIENCED-BASED LICENSURE FOR TECHNICAL AND VOCATIONAL EDUCATION

"Technical education" means technology education and any technology related occupation.

"Vocational education" means agriculture, child services, clothing services, food services, housing and equipment services, family and consumer education, family and consumer services, home economic-related occupations, health care related occupations, trade specialist, business education, business and office, and marketing education.

The District Administrator may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

- A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):
 1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject, 100 points.
 2. For a bachelor's degree in any science, technology, engineering, or mathematics field, or in a field related to the vocational subject seventy-five (75) points.
 3. For a bachelor's degree in a field other than those described in numbers 1. and 2., above, any science, technology, engineering, mathematics, or technical or technology education field, sixty-five (65) points.
 4. For industry or vocational certification, ninety (90) points.
 5. For industry experience in a trade or technical field or vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
 6. For an internship in a trade or technical field or in the vocation, twenty-five (25) points.
 7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
 8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
- B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):
 1. For a bachelor's degree in technical or technology education, 100 points.
 2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, or in a subject related to the vocation and any teaching license or permit, seventy-five (75) points.
 3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses or any field related to the vocation and three (3) points per credit up to a maximum of seventy-five (75) points for education and pedagogical courses.
 4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals that have sufficient points may be employed by the District under an experience-based license provided that the District Administrator implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The District Administrator shall monitor the teacher's progress in fulfilling the curriculum.

PROFESSIONAL TEACHING PERMIT

The District Administrator may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by DPI.
- E. The District Administrator shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

See also AG 3120E

Revised 8/22/16

Revised 7/17/17

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Legal

- 118.191, Wis. Stats.
- 118.192, Wis. Stats.
- 118.21, Wis. Stats.
- 118.22(2), Wis. Stats.
- 118.24, Wis. Stats.
- 121.02, Wis. Stats.
- Wis. Admin. Code P.I. 34
- 20 U.S.C. 6319
- 20 U.S.C. 7801
- 34 C.F.R. 200.55
- 34 C.F.R. 200.56

Last Modified by Steve LaVallee on March 28, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	
Adopted	October 17, 2016
Last Revised	November 19, 2018

3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board does not discriminate in the employment of administrative staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Carmen O'Brien
~~Business Manager~~ ~~Director of Curriculum Assessment~~
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org [@manawa.k12.wi.us](mailto:manawa.k12.wi.us)

Daniel Wolfgram
High School/Junior High School Principal
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5310
[dewolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org) [@manawa.k12.wi.us](mailto:manawa.k12.wi.us)

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

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other supervisory employee so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employee who receives such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and member of the Board), a resident of the District, or a visitor to the District. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 1422 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

Complaint Procedure

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, District Administrator, or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the District Administrator.

Within two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the

allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the District Administrator.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent.

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

If the District Administrator determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the District Administrator's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained in accordance with the School Board's records retention policy.~~

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter. In those

cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

Education and Training

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

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
-
2. narratives of all verbal reports, allegations, complaints, and statements collected;
-
3. a narrative of all actions taken by District personnel;
-
4. any written documentation of actions taken by District personnel;
-
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
-
6. all documentary evidence;
-
7. e-mails, texts, or social media posts pertaining to the investigation;
-
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
-
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
-
10. dated written determinations to the parties;
-
11. dated written descriptions of verbal notifications to the parties;
-
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
-
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

Legal

111.31 et seq., 111.335(d)(2), 118.195, 118.20, Wis. Stats.

Fourteenth Amendment, U.S. Constitution

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

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

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

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

34 C.F.R. Part 110 (7/27/93)

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

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

Last Modified by Steve LaVallee on June 12, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of STAFF DISCIPLINE
Code	po3139
Status	
Adopted	May 16, 2016
Last Revised	November 19, 2018

3139 - **STAFF DISCIPLINE**

The Board retains the right and the responsibility to oversee all District personnel. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator or designee may issue discipline, ~~except termination~~, when she/he deems appropriate and with the seriousness of the offense. However, student performance on examinations however, may not form the basis for staff discipline. This policy does not cover decisions to terminate or nonrenew a staff member's employment (see Policy 3140).

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees. Such investigations may require that the employee answer questions relating to the activity. Employees may be required to answer such questions, consistent with any applicable law. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform the employee that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline.

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

The District Administrator may issue discipline to staff members when she/he deems appropriate. The level of discipline may range from oral reprimands to suspension or recommendation for termination consistent with the process established for termination as set forth in Policy 3140. The level of discipline shall be consistent with the seriousness of the offense as determined by the District Administrator.

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

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

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Legal	66.0509(1m)(a), Wis. Stats. Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004) Garrity v. New Jersey, 385 U.S. 493 (1967)
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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	REVISED POLICY - VOL. 28, NO. 1 - NON-RENEWAL, RESIGNATION, AND TERMINATION
Code	po3140
Status	
Adopted	May 16, 2016
Last Revised	July 17, 2017

3140 - ~~TERMINATION, NON-RENEWAL, AND RESIGNATION~~, AND TERMINATION

~~TERMINATION AND NON-RENEWAL~~

A critical function of the Board is maintaining personnel necessary to carry out the District's educational program and mission. In the course of carrying out this function, the Board will at times find it necessary to end an employment relationship with a member of the professional staff. This policy governs the process of nonrenewal and termination of employees, as well as the conditions under which a resignation may be accepted.

Full-Time Teachers

All full-time teachers are required to be under contract with the District. A full-time teacher's employment contract is automatically void and employment ended if the teacher does not have an appropriate teaching license issued by the DPI. Otherwise, a full-time teacher's employment shall be subject to non-renewal, termination, or resignation as follows:

A. Non-Renewal

In the event that the District Administrator intends to recommend the non-renewal of a full-time teacher's contract, all applicable statutory non-renewal procedures and timelines will apply, including both preliminary and final notice of nonrenewal. No teacher may be non-renewed solely on the basis of the results of mandatory student examinations. The District Administrator shall be responsible for notifying the affected teacher of his/her rights relative to the non-renewal process.

Teacher ~~and administrator~~ contracts may be ~~terminated or~~ non-renewed upon a majority vote of the full membership of the Board of Education.

B. Termination

A full-time teacher's contract may be terminated only by a majority vote of the full membership of the Board. The District Administrator shall, if deemed appropriate, recommend a teacher's termination to the Board. The District Administrator is responsible for providing the teacher with appropriate notice regarding the hearing and for taking the necessary steps to present any such recommendation to the Board.

~~(-) The District Administrator may engage in negotiations with the teacher for purposes of resignation short of a hearing, subject to final Board approval.~~

C. Resignation

A full-time teacher may resign from his/her position only upon approval of a majority of the full membership of the Board. The District Administrator may negotiate terms of resignation with such a teacher as appropriate and present those terms to the Board in an appropriately noticed, regular or special Board meeting, as necessary. A resignation is only in effect once approved by the Board. A resignation, once accepted by the Board, may not be rescinded without approval by the Board.

Part-Time Teachers

Teachers employed less than full-time, but not including substitute teachers whose employment is covered by Policy 3120.04, and whose employment contract does not specify procedures for termination of contract, may be terminated either by the District for appropriate reasons or through resignation by a majority vote of a quorum of the Board members present at a properly noticed meeting. A resignation, once accepted, may not be rescinded by the teacher.

A part-time teacher whose contract does not specify otherwise is not entitled to notice of intent to renew or of intent not to renew his/her contract for a subsequent school year.

The terms of the part-time teacher contract shall apply when the contract provides for procedures different than those noted in this policy.

Administrators

The Board employs administrative employees under a variety of employment arrangements. Generally, those arrangements include those administrators who, by law, are required to have an employment contract and are provided statutory rights with respect to those contracts; those that are not required to have contracts by law, but are nonetheless employed pursuant to a written contract approved by the Board; and those who perform administrative functions, but who do not have a contract which specifies the terms of employment as they relate to termination, resignation, and nonrenewal of the employment arrangement.

A. Statutory Administrators

The Board shall employ by contract the following persons: the District Administrator, business manager, school principals, and assistants to such persons, as well as the following persons employed solely to perform administrative functions: personnel administrators and supervisors, curriculum administrators, and assistants to such administrative personnel.

Such administrators may only be terminated, either due to appropriate circumstances justifying termination of employment or by tendered resignation, by a majority of the full membership of the Board.

Such administrators are entitled to contract renewal or notice of intent not to renew the administrator's contract pursuant to applicable statutory procedures, and any additional procedures incorporated into the said contract.

The District Administrator shall be responsible for assuring compliance with the procedures necessary for Board action to terminate or to non-renew an administrator's contract. In the case of the District Administrator's contract, the Board President with the assistance of Board legal counsel, shall be responsible for assuring procedural compliance with termination or non-renewal processes.

A resignation, once accepted by the Board, may not be rescinded except by approval of the majority of the full membership of the Board.

B. Administrators with Contracts including Provisions Governing Termination

The Board may employ administrators who are not statutorily entitled to an employment contract or to statutory termination and non-renewal procedures, but who nonetheless are issued employment contracts with provisions governing this process applicable to the manner in which the employment relationship is concluded, either by resignation, termination, or non-renewal. In such cases, the District Administrator shall be responsible for assuring adherence to applicable contractual procedures.

C. Administrative Personnel with no Contractual or Statutory Coverage

Employees performing administrative functions, but who are not covered by applicable statutory termination or non-renewal procedures, and who have not been issued an employment contract with provisions governing the termination or non-renewal process, are not entitled to notice of intent to renew or not to renew an employment agreement. In such a case, an employment agreement shall expire and the employee shall have no expectation of continued employment beyond the term of the agreement.

Such an administrative employee's employment may be terminated by a majority of a quorum of the Board present at a regular or special Board meeting.

Such an administrative employee's resignation may be accepted by a majority of a quorum of the Board present at a regular or special Board meeting.

A resignation, once accepted, may not be rescinded without agreement.

Legal 118.30(2)(c), Wis. Stats.
 118.22, Wis. Stats.
 118.24, Wis. Stats.

Last Modified by Steve LaVallee on June 12, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No.1 + Safety Update
Title Copy of NON-RENEWAL OF ADMINISTRATIVE CONTRACTS
Code po3143 - DELETE - Covered by 3140
Status
Adopted May 16, 2016

~~3143—NON-RENEWAL OF ADMINISTRATIVE CONTRACTS~~

~~If the Board of Education intends to non-renew an administrative contract, it shall give the administrator written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.~~

~~If the administrator files a written request with the Board within seven (7) days after receiving such notice, the administrator has a right to a hearing prior to being given the notice of non-renewal of the contract. The administrator may request a public or private hearing and request that the Board provide its reasons for non-renewal, in writing, prior to the hearing.~~

~~At least four (4) months prior to the expiration of the contract of an administrator, the Board shall provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full Board.~~

~~Non-renewal of administrative contracts shall be consistent with State law and with the provisions of the employment contract between the Board and the administrator.~~

~~By mutual agreement of the Board and the administrator, the employment contract may be modified or terminated.~~

~~See also Policy 1241 which applies to the District Administrator.~~

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Legal 118.24(6), and (7), Wis. Stats.

Last Modified by Steve LaVallee on March 28, 2019

Book Policy Manual
Section For Board Review - Vol. 28, No.1 + Safety Update
Title STUDENT SUPERVISION AND WELFARE
Code po3213
Status

3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members ~~because of their proximity to students~~ are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

~~Each~~ ~~It is the responsibility of the~~ District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to ~~Administrator to prepare administrative guidelines to ensure the maintenance of~~ the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures. ~~(-) Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.~~
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Emergency Preparedness.
- C. A professional staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. ~~(-) Each professional staff member shall immediately report to the Principal any accident or safety hazard s/he detects.~~
- F. ~~(-) Each professional staff member shall immediately report to the Principal any knowledge of threats of violence by students.~~
- G. A professional staff member shall not send students on any personal errands.
- H. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.
- I. ~~If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.~~
- J. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

- K. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of the District Office or his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the professional staff member's family member.
- L. A student shall not be required to perform work or services that may be detrimental to his/her health.
- M. Staff members are discouraged from engaging students in social media and online networking media, except for appropriate academic, extra-curricular, and/or professional uses only.
- N. Staff members are expressly prohibited from posting any video or comment pertaining to any student on personal or unauthorized social networking media or similar forums.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, a. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse ~~(see Policy 8330)~~.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal 48.981, 948, 948.095 Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of CONFLICT OF INTEREST
Code	po3230
Status	
Adopted	May 16, 2016
Last Revised	November 19, 2018

3230 - **CONFLICT OF INTEREST**

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and the District's employees, officers and agents and is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines to ensure that conflicts of interest do not occur. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all professional employees, officers, and agents. Professional employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No professional employee, officer, or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties.
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information through his/her access to School District records, about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District. ~~through his/her access to School District records~~
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
5. the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator and approval of the Board of Education **before** entering into any private relationship.
- D. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Professional employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Professional employees, officers, and agents cannot solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$50.00 or less.

- F. To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.
- G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family.

Revised 8/22/16

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- Legal
- 19.59, Wis. Stats.
- 2 C.F.R. 200.12
- 2 C.F.R. 200.113
- 2 C.F.R. 200.318
- 7 C.F.R. 3016.36(b)(3)
- 7 C.F.R. 3019.42

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Book	Policy Manual
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Title	EMPLOYEE ANTI-HARASSMENT
Code	po3362
Status	
Adopted	October 17, 2016

3362 - EMPLOYEE ANTI-HARASSMENT

Prohibited Harassment

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee- to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

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

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

Definitions

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

- A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;
- C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

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 sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

Boundary Invasions

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:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text-messaging or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. 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);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly "touchy" with students
- P. favoring certain students by inviting them to come to the classroom at non- class times;
- Q. getting a student out of class to visit with the staff member;
- R. 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;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student "secrets" and having "secrets" with a student;
- V. other similar activities or behavior;

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

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Age Harassment

Prohibited age based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other ~~District~~~~school~~ officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate ~~District~~~~school~~ officials are as follows:
 1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall assume the role of the District Compliance Officer for such complaints.
 2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Carmen O'Brien_
~~Business Manager~~ ~~Director of Curriculum Assessment~~
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawa.k12.wi.us d

Daniel Wolfgram
High School/Junior High School Principal

School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5310

wolfgram@manawa.k12.wi.us

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

Complaint Procedure

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant," may file a complaint, either orally or in writing with a teacher, Principal, CO, District Administrator, or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall assume the role of the CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the

complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint. and a copy of this policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

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

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subject to harassment. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the School Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

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

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 3340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also

reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so, shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the law.~~

Directives During Investigation

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

The CO shall determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

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

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. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Allegations Constituting Criminal Conduct

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the District Administrator shall be advised that local law enforcement was notified.

If the complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made the Board President shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the CO may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause and after consultation with the District Administrator.

Reprisal

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

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

Miscellaneous

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A link to this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;

11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

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Legal

Wis. Stats. 111.31, 118.195, 118.20
20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)
20 U.S.C. 1681 et seq.
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Legal

Wis. Stats. 111.31, 118.195, 118.20
20 U.S.C. 1681 et seq., Title IX
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975 42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983

Last Modified by Steve LaVallee on June 12, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122
Status	
Adopted	October 17, 2016
Last Revised	November 19, 2018

4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board does not discriminate in the employment of administrative staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Carmen O'Brien
~~Business Manager~~ ~~Director of Curriculum Assessment~~
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org ~~@manawa.k12.wi.us~~

Daniel Wolfgram
High School/Junior High School Principal
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5310
dwolfgram@manawaschools.org ~~@manawa.k12.wi.us~~

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

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other supervisory employee so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employee who receives such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and member of the Board), a resident of the District, or a visitor to the District. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 1422 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

Complaint Procedure

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, District Administrator, or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the District Administrator.

Within two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the

allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the District Administrator.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent.

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

If the District Administrator determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the District Administrator's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained in accordance with the School Board's records retention policy.~~

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter. In those

cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

Education and Training

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

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
-
2. narratives of all verbal reports, allegations, complaints, and statements collected;
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3. a narrative of all actions taken by District personnel;
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4. any written documentation of actions taken by District personnel;
-
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
-
6. all documentary evidence;
-
7. e-mails, texts, or social media posts pertaining to the investigation;
-
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
-
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
-
10. dated written determinations to the parties;
-
11. dated written descriptions of verbal notifications to the parties;
-
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
-
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

Legal

111.31 et seq., 111.335(d)(2), 118.195, 118.20, Wis. Stats.

Fourteenth Amendment, U.S. Constitution

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

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

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

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

34 C.F.R. Part 110 (7/27/93)

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

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

Last Modified by Steve LaVallee on June 12, 2019

Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	

4213 - STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board of Education to direct the preparation of guidelines that would minimize that possibility.

~~Each~~ ~~It is the responsibility of the~~ District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to ~~Administrator to prepare administrative guidelines to ensure the maintenance of~~ the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures. ~~() Further, each support staff member shall also promptly report to the Principal any accident or safety hazard s/he detects.~~
 - B. A support staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Emergency Preparedness. ~~() Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.~~
 - C. ~~() Each support staff member shall immediately report to the Principal any accident or safety hazard s/he detects.~~
 - D. ~~() Each support staff member shall immediately report to the Principal any knowledge of threats of violence by students.~~
 - E. A support staff member shall not send students on any personal errands.
 - F. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.
- This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.
- G. ~~If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.~~
 - H. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
 - I. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of the District Office or his/her immediate supervisor and consistent with the provisions of Policy 8660. ~~This does not apply to any student who is the support staff member's family member~~ ~~the principal.~~

J. A student shall not be required to perform work or services that may be detrimental to his/her health.

K. Staff members are discouraged from engaging students in social media and online networking media, except for appropriate academic, extra-curricular, and/or professional uses only.

L. Staff members are expressly prohibited from posting any video or comment pertaining to any student on personal or unauthorized social networking media or similar forums.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, ~~a.~~ Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse ~~(see Policy 8330).~~

Pursuant to the laws of the State and Board Policy 8462, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Steve LaVallee on June 12, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of CONFLICT OF INTEREST
Code	po4230
Status	
Adopted	May 16, 2016
Last Revised	November 19, 2018

4230 - CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and District's employees, officers and agents and is essential to the Board's commitment to earn and keep public confidence in the School District.

For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all support employees, officers, and agents. Support employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No support employee, officer, or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate State criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties.
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information through his/her access to School District records about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District. ~~through his/her access to School District records~~
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
5. the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	EMPLOYEE ANTI-HARASSMENT
Code	po4362
Status	
Adopted	October 17, 2016

4362 - EMPLOYEE ANTI-HARASSMENT

Prohibited Harassment

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee- to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

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

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

Definitions

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

- A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;
- C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

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 sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

Boundary Invasions

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:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text-messaging or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. 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);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly "touchy" with students
- P. favoring certain students by inviting them to come to the classroom at non- class times;
- Q. getting a student out of class to visit with the staff member;
- R. 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;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student "secrets" and having "secrets" with a student;
- V. other similar activities or behavior;

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

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Age Harassment

Prohibited age based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other ~~District~~school officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate ~~District~~school officials are as follows:
 1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall assume the role of the District Compliance Officer for such complaints.
 2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Carmen O'Brien_
~~Business Manager~~ ~~Director of Curriculum Assessment~~
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org@manawa.k12.wi.us-d

Daniel Wolfgram
High School/Junior High School Principal
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5310
wolfgram@manawaschools.org@manawa.k12.wi.us

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

Complaint Procedure

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant," may file a complaint, either orally or in writing with a teacher, Principal, CO, District Administrator, or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall assume the role of the CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received.

~~The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint. and a copy of this policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.~~

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

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

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subject to harassment. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the School Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

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

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 3340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

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

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

Privacy/Confidentiality

The School District will employ ~~all~~ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so, shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the law.~~

Directives During Investigation

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

The CO shall determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

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

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. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Allegations Constituting Criminal Conduct

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the District Administrator shall be advised that local law enforcement was notified.

If the complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made the Board President shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the CO may work cooperatively with outside agencies to conduct concurrent

investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause and after consultation with the District Administrator.

Reprisal

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

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

Miscellaneous

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A link to this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;

12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

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Legal

Wis. Stats. 111.31, 118.195, 118.20
20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)
20 U.S.C. 1681 et seq.
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Legal

Wis. Stats. 111.31, 118.195, 118.20
20 U.S.C. 1681 et seq., Title IX
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975 42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983

Last Modified by Steve LaVallee on June 12, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111
Status	
Adopted	June 20, 2016
Last Revised	November 19, 2018

5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement must not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth grade status and who no longer reside within the District shall be permitted to complete their high school education tuition free.
- E. Resident students in grades 9-12 who attend a tribal school, private school or home-based private educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district, provided the other district agrees. The school board of residence shall pay the student's tuition. The school of attendance shall count the student in its membership.
- G. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.
- H. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance. ~~one (1) parent resides in this District or the order designates as the residential parent the parent with legal residence in the District.~~
- I. Foreign students, participating in a bona fide, foreign-exchange program may be admitted tuition-free and consistent with Federal law.
- J. Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- K. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.

- L. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.
- M. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- N. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- O. Nonresident students may be accepted into the District's program under the Part-Time and Full-Time Open Enrollment Program.
- P. The following provision apply to a student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:

1. **If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll. The District Administrator may choose whether to recommend the student be enrolled.** In the event that the District Administrator intends to enroll a student during the term of an expulsion order issued by another Wisconsin public school District, the enrollment must be approved by the Board.
2. If the student has been expelled by a public school in another state or by a Wisconsin charter school, the District Administrator may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order as well as a written explanation of the expulsion reasons and terms.
3. Conditional Enrollment

If a student has been expelled by another Wisconsin or out of State public school district, and will not be otherwise enrolled under this policy, the student may be enrolled during the period of expulsion if the Board, following input from the District Administrator, sets forth one (1) or more conditions of enrollment that are related to the reasons for the student's expulsion, and which are agreed to by the student, or if the student is a minor, the student's parents. Acceptance of the enrollment conditions is evidenced by continued enrollment during the period of expulsion. During any period of conditional enrollment, if an alleged violation of any enrollment condition occurs:

- a. Within five (5) school days after the revocation of a student's conditional enrollment, the student or, if the student is a minor, the student's parent, may request a conference with the District Administrator who shall be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the District Administrator finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student's record. If the District Administrator finds that the student violated an enrollment condition and that the revocation was appropriate, s/he shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the District Administrator is final.
- b. If a student's conditional enrollment 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 that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.
- c. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment, but before the expiration of the term of expulsion, the District Administrator may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the District Administrator revokes the student's conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent.
- d. If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in a school in the District. The determination of the District Administrator is final.
- e. The Board may specify in a written order one (1) or more enrollment conditions instead of, or in addition to any early reinstatement conditions, if any, imposed by the school board that expelled the student or instead of or in addition to any conditions imposed, if any, by the out-of-state public school that expelled the student. Any

enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal.

Q. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.

R. Nonresident students may be accepted into the District's program under the Part-Time Open Enrollment Program. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time.

Revised 8/22/16
Revised 12/18/17

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Legal	118.51, Wis. Stats.
	118.52, Wis. Stats.
	120.13(1), Wis. Stats.
	121.77, Wis. Stats.
	121.78(2)(a), Wis. Stats.
	121.81, Wis. Stats.
	121.84, Wis. Stats.
	42 U.S.C. 11431 et seq.

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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of ENTRANCE AGE
Code	po5112
Status	
Adopted	June 20, 2016

5112 - ENTRANCE AGE

The Board of Education shall establish student entrance age requirements that are consistent with Wisconsin Law and sound educational practice and that ensure equitable treatment.

A. Kindergarten

1. A child is eligible for entrance into four-(4)-year-old kindergarten if s/he attains the age of four (4) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements.
2. A child is eligible for five-(5)-year-old kindergarten when s/he attains the age of five (5) on or before September 1st of the year in which s/he applies for entrance and meets residency requirements. The child may not be placed in an alternative program without permission of the parent.

B. First Grade

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a five-(5)-year-old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five-(5)-year-old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his or her prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five-(5)-year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five-(5)-year-old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides explanation as to the decision.

Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the District Administrator by submitting a written request to the Administrator within ten (10) days of the decision of the principal.

The decision of the District Administrator is final.

C. **Initial Entry**

Children entering the District for the first time must comply with State law. Students must have an immunization record on file at the school. Any student who does not have the proper immunization may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

A child may be exempt from the required immunizations upon written request of the parent of such child stating the objection to immunizations on religious grounds, personal conviction, or for medical reasons certified by a competent medical authority.

D. **Verification of Residence**

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

E. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to four-year old and five-year old kindergarten and first grade.

F. Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll providing the District Administrator does not think his/her enrollment will interfere with the education of the other students.

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Legal Wis. Stats 118.14, 118.15, 120.12(25)

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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of OPEN ENROLLMENT PROGRAM (Inter-District)
Code	po5113
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5113 - **OPEN ENROLLMENT PROGRAM (Inter-District)**

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

DEFINITIONS

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

A. Non-Resident District

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

B. Non-Resident Student

A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who is a resident of the State of Wisconsin and who pays tuition in accordance with State law.

D. Full-Time Enrollment

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

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program. Circumstances such as enrollment projections for a particular school, class, or program may influence optimum class size.

F. Program Size

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

G. Resident Student

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

FULL TIME OPEN ENROLLMENT

A. Procedures for Processing of Open Enrollment Applications

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.

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

-

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

In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.

B. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Whether there is space available for non-resident transfer students. The School Board shall determine during a regular meeting each January the anticipated space available for the next school year in the schools, programs, classes and grades of the District. In determining the amount of space available, the District will count resident students, tuition waiver students under 121.84 Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) and are already attending public school in the District.

Other factors the District Administrator shall consider include, but shall not be limited to the following:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
 - b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
 - c. Enrollment projections for the schools of the District that include, but are not limited to, the following factors: the likely short-and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non- resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students, and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.
 - d. The number of non-resident students currently attending the schools of the District for whom tuition is paid by another district under Section 121.78(1)(a), Wis. Stats.
 - e. The number of resident home schooled or private school students likely to attend the schools of the District in accordance with Section 118.415, Wis. Stats.
2. Whether an applicant for a pre-kindergarten, early childhood resides in a district that offers the program for which application is made.
 3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made, to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.

- c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
- d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

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

The Board may request a copy of a non-resident student's disciplinary records from the resident School Board.

4. Whether the special education program or related services described in the non-resident student's individualized education program ("IEP"), if any, are available in the District. The District shall prepare an estimate of costs associated with providing the special education or related services required by a non-resident student's IEP to the resident school district no later than the 3rd Friday following the first Monday in May, or within ten (10) days of receipt of an application from a student with an IEP under the alternative procedures.
5. Whether there is space available in the District for the special education program identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections. (See paragraph B. 1. above).
6. Whether the non-resident student has been screened by the resident School Board to determine if there is reasonable cause to believe that s/he is a child with exceptional educational needs.
7. Whether the resident School Board has been informed that the non-resident student may have exceptional education needs that have not yet been evaluated by an IEP Team.
8. Whether the application of a non-resident student has been denied by the District of which s/he is a resident.

(Note: If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the non-resident may be returned to the resident school district.)

9. Whether the non-resident school board has made a determination that a student attending the non-resident school district is habitually truant from the non-resident school district during either semester of the current school year, the non-resident school board may prohibit the student from attending the non-resident school district in the succeeding semester or school year.

C. Procedure for Evaluating Applications by District Residents to Transfer to Another District

The Board will consider only the following criteria for denying resident applications:

Whether the resident student is a special education student and the implementation of his/her IEP in the other district would impose an undue financial burden on the District.

Financial burden is determined through review of actual increased expenses relative to providing services specific to the student in question, not including pro-rated costs of facilities and materials and including expenses for instructional faculty only if those faculty are added as a result of the student and devoted primarily to that student.

(Note: Notwithstanding the Board's approval of a resident student's application, the Board may withdraw approval if, after the District student has begun in the other school district, the IEP as implemented by the non-resident school district would impose an undue financial burden on the District.)

D. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy when the non-resident student enters junior high school or high school.

E. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation if space is available on a regularly-scheduled bus route. The District will provide transportation for a the non-resident student with an identified disability for whom transportation is required by his/her IEP. ~~if space is available or to a scheduled in-District bus stop, unless the non-resident student is a special education student and transportation is required by his/her IEP.~~

F. The Board will not permit a neighboring District to bus resident students from within its boundaries for attendance at the non-resident neighboring District.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one of the statutory criteria and has not applied to more than three non-resident school districts. (See AG 5113 – Admission of Students Participating Under Open Enrollment)

[Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved if space is available in the current year and in the subsequent year in the student's subsequent grade level.](#)

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

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

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Legal 118.145(4), 118.51, 118.51(3), 118.52, Wis. Stats.
P.I. 36

Last Modified by Steve LaVallee on March 28, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of NONIMMIGRANT STUDENTS AND FOREIGN-EXCHANGE PROGRAMS
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5114 - NONIMMIGRANT STUDENTS AND FOREIGN-EXCHANGE PROGRAMS

The Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having exchange students as members of the student body of this District's high school(s).

An exchange visitor student is a foreign national who has been selected by a sponsor that has been approved by the United States Department of State (USDOS) to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

Exchange Visitor Program for Nonimmigrant Students with J-1 Visas

The Board authorizes the District Administrator to consider a request to admit an exchange visitor student who meets the USDOS requirements and applies for admission through a sponsoring organization, and to determine whether or not that student should be accepted.

In accordance with Federal law, an exchange visitor student will be selected and sponsored by an organization that has been approved by the USDOS. The Board, pursuant to Federal law, requires the sponsoring agency to secure prior written acceptance of the District Administrator for the placement of an exchange visitor student in any District high school.

After written acceptance of school placement is secured, the sponsoring agency shall issue a certificate of eligibility for a J-1 visa to the exchange visitor student who meets the criteria established in Federal law for participation in an Exchange Visitor Program (EVP).

Pursuant to Federal law the sponsoring agency is also responsible for selecting a host family ~~who resides in the District~~ for each exchange visitor student.

With Board approval, the District Administrator may request, in writing, the placement of more than two (2) students from a sponsoring agency in the high school.

Student and Exchange Visitor Program for Nonimmigrant Students with F-1 Visas

The Board authorizes the District to petition for approval to provide a Student and Exchange Visitor Program (SEVP). As an authorized SEVP provider, the District will issue the certificate of eligibility to nonimmigrant students who complete the application process successfully, which will enable them to apply for an F-1 visa.

Participation by nonimmigrant students in this program will be consistent with Federal law that requires the following:

- A. the student possess sufficient English language proficiency to participate in the high school curriculum;
- B. the student's participation does not exceed an academic year;
- C. the student pays to the Board the full amount of tuition prior to the commencement of the academic term of attendance;
- D. the student otherwise maintains his/her lawful temporary immigration status.

Other Nonimmigrant Students

This policy does not apply to nonimmigrant students other than bona fide foreign exchange students.

When these students seek to enroll in the District's schools are subject to State law and the District's policies regarding enrollment and, if applicable, tuition.

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Legal

8 C.F.R. 214 et seq.

8 U.S.C. 1101 (Immigration Reform and Control Act)

121.84(1)(c), Wis. Stats.

Mutual Education and Cultural Exchange Act of 1961, as amended Immigration and Nationality Act

22 C.F.R. 62, Exchange Visitor Program

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Code	po5341
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Last Revised	July 17, 2017

5341 - **EMERGENCY MEDICAL AUTHORIZATION**

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

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

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

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

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Legal 118.29(4), Wis. Stats.

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Title	Copy of STUDENT CODE OF CLASSROOM CONDUCT
Code	po5500
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5500 - STUDENT CODE OF CLASSROOM CONDUCT

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, ~~such as FaceBook, Twitter, MySpace, YouTube, etc.~~ 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 conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board.~~

Legal

118.13, Wis. Stats.

118.164, Wis. Stats.

120.13, Wis. Stats.

Wis. Admin. Code P.I. 9.03

Wis. Admin. Code P.I. 41

Fourteenth Amendment, U.S. Constitution

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

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

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

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

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

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

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Last Revised	November 19, 2018

5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

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

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including but not limited to nicotine patches and nicotine gum, except when a 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. ~~unless the provisions of Policy 5330 - Administration of Medication/Emergency Care are followed.~~ Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children and at all District-sponsored events.

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Legal	120.12(20), Wis. Stats. 254.92, Wis. Stats. 20 U.S.C. 6081 et seq.
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Last Modified by Steve LaVallee on March 28, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of STUDENT ANTI-HARASSMENT
Code	po5517
Status	
Adopted	June 20, 2016
Last Revised	December 18, 2017

5517 - **STUDENT ANTI-HARASSMENT**

Prohibited Harassment

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

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including 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 (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

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

Definitions

Bullying

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

Harassment

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

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

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.
- 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.

Ethnicity/Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Disability Harassment

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

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

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

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Carmen O'Brien
~~Business Manager~~ ~~Director of Curriculum & Assessment~~
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org [@manawa.k12.wi.us](mailto:manawa.k12.wi.us)

Daniel Wolfram
High School/Junior High School Principal
800 Beech Street
Manawa, WI 54949
920-596-5310
dwolfram@manawaschools.org [@manawa.k12.wi.us](mailto:manawa.k12.wi.us)

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

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Furthermore, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

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

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

Complaint Procedure

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

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

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

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

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

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;

D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO;

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

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

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

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

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

Additional School District Action

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

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

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

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

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8310). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the 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. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

Reprisal

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

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

Education and Training

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

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

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

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

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

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation including but not limited to:

1. all written reports;
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2. narratives of all verbal reports or statements;
-
3. a narrative of all actions taken by District personnel;
-
4. any written documentation of actions taken by District personnel;
-
5. written witness statements;
-
6. narratives or audio, video, or digital recordings of verbal witness statements;
-
7. any documentary evidence;
-
8. handwritten and contemporaneous notes;
-
9. e-mails, texts, or social media posts related to the investigation and allegations;
-
10. dated written determinations;
-
11. Z

Legal

48.981, Wis. Stats.

118.13, Wis. Stats.

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

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1415

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

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

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

42 U.S.C. 1983

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

42 U.S.C. 2000d et seq.

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

34 C.F.R. Sec. 300.600-300.662

Last Modified by Steve LaVallee on June 12, 2019

Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of STUDENT DISCIPLINE
Code	po5600 - DELETE - Covered by 5500 and other policies
Status	
Adopted	June 20, 2016

5600—STUDENT DISCIPLINE

~~The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, that is, in part, reflected in the behavior of students.~~

~~The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.~~

~~The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:~~

- ~~A. conform to reasonable standards of socially acceptable behavior;~~
- ~~B. respect the person and property of others;~~
- ~~C. preserve the degree of order necessary to the educational program in which they are engaged;~~
- ~~D. respect the rights of others;~~
- ~~E. obey constituted authority and respond to those who hold that authority.~~

~~The District Administrator shall promulgate administrative guidelines for student conduct that carry out the purposes of this policy and:~~

- ~~A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;~~
- ~~B. do not discriminate among students;~~
- ~~C. do not demean students;~~
- ~~D. do not violate any individual rights constitutionally guaranteed to students.~~

~~The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions to rules that shall:~~

- ~~A. relate in degree to the infraction;~~
- ~~B. help the student learn to take responsibility for his/her actions;~~
- ~~C. be directed, where possible, to reduce the effects of any harm that may have been caused by the student's misconduct.~~

~~The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the District Administrator shall include guidelines that ensure cooperation with community agencies and organizations potentially helpful to such students.~~

~~The District Administrator shall communicate to all students and their parents the rules of this District regarding student conduct, the sanctions that may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.~~

~~The building administrators shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.~~

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Legal 120.13(1), Wis. Stats.

Last Modified by Steve LaVallee on March 28, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of TUITION INCOME
Code	po6150
Status	
Adopted	July 18, 2016
Last Revised	July 17, 2017

6150 - **TUITION INCOME**

The Board shall assess tuition for attendance in District schools by students who are not entitled to receive a free, public education in this District and whose enrollment has been approved by the Board.

Tuition charges must be based on a statutory formula or other methods approved by DPI. ~~Tuition rates shall be determined in accordance with 121.83 and reviewed annually by the Board.~~ Rates will be available before the beginning of the school year or before the student's attendance commences. ~~Charges shall be the maximum permitted by law.~~

The Business Manager shall be responsible for the assessment and collection of tuition. Tuition billing may be assessed daily in advance of the period for which the billing is made.

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Legal 121.75 et seq., Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of BUDGET PREPARATION
Code	po6220
Status	
Adopted	July 18, 2016
Last Revised	July 18, 2016

6220 - BUDGET PREPARATION

The District's operation and educational plan is reflected in its budgets. Each year, the Board will cause to have prepared and then review and approve the relevant District fund budgets.

Each budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

The Board shall ensure that adequate funds are reserved for the General Fund to maintain a secure financial position whereby the fund equity shall not fall below eighteen percent (18%) of the preceding year's expenditures.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Business Manager to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing.

When presented to the Board for review and/or adoption, the information shall **be presented as prescribed by State law, and in the format provided by the Wisconsin Department of Public Instruction, include, as appropriate:**

- A. ~~the proposed expenditure and revenue in each financial category for the ensuing year;~~
- B. ~~the actual expenditure, the approved budget, and the revenue in each financial category for the previous year and the first six (6) months of the current year;~~
- C. ~~the estimated expenditures and revenue in each financial category for the second six (6) months of the current year;~~
- D. ~~the anticipated unexpended or unappropriated balances or surpluses in the current year for each fund;~~
- E. ~~and the amount of fund equity anticipated at the end of the current year.~~

Revised 7/18/16

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Legal

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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of FUND BALANCE
Code	po6235
Status	
Adopted	July 18, 2016

6235 - FUND BALANCE

The Board places the responsibility of administering the budget, once adopted, with the District Administrator. The District Administrator shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The Fund 10 fund balance shall be maintained at a level sufficient to minimize or avoid short-term borrowing for cash flow purposes.

The Board shall ensure that adequate funds are reserved for the General Fund to maintain a secure financial position whereby the Fund 10 fund balance shall not fall below eighteen (18)% of the preceding year's Fund 10 expenditures. Budget preparation and management shall adhere to this fund balance expectation. (See Policy 6220 - Budget Preparation and Policy 6231 - Budget Implementation.)

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor. The applicable categories for fund balance designations are:

1. Nonspendable Fund Balance - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash - e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).
2. Restricted Fund Balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
3. Committed Fund Balance - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
4. Assigned Fund Balance - amounts the Board intends to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
5. Unassigned Fund Balance - amounts that are available for any purpose; these amounts are reported only in the general fund.

If, during the fiscal year, it appears to the District Administrator that the fund balance will be less than estimated, the District Administrator will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

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Legal Government Accounting Standards Board Statement 54

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Title Copy of COOPERATIVE PURCHASING
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6440 - COOPERATIVE PURCHASING

The Board recognizes the advantages of centralized purchasing in that volume-buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units, including purchasing off the State Contract administered by the Wisconsin Department of Administration and/or a CESA joint purchasing contract.

The Board authorizes the Business Manager, or the District Administrator to enter into~~negotiate~~ such joint purchase agreements for services, supplies, and equipment.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies).

Such purchasing agreements~~that~~ shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

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Legal Section 16.73 Wis. Stats.

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Title	Copy of PAYROLL DEDUCTIONS
Code	po6520
Status	
Adopted	July 18, 2016
Last Revised	November 19, 2018

6520 - **PAYROLL DEDUCTIONS**

The Board directs the District Administrator to ensure that deductions are made from an employee's paycheck as required by law (e.g., State and Federal withholding, ~~and~~ employment taxes garnishments, and child support). The Board also authorizes payroll deductions for the following purposes:

- A. Wisconsin Retirement System (Standard Contribution)
- B. Wisconsin Retirement System (Voluntary Additional Contribution)
- C. Section 125 deductions (cafeteria plans)
- D. contributions to charitable corporations, not-for-profit and community fund organizations
- E. payment of group insurance premiums for a plan in which District employees participate
- F. payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff
- G. Any such deduction must be expressly authorized in writing by the employee.

The Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) or 457 of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the District Administrator's Office in writing if they wish to participate in such a program.

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Last Modified by Steve LaVallee on June 4, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
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Adopted	November 21, 2016

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Administrators are authorized to carry and use portable video cameras when responding to incidents. The Board authorizes security personnel to use body-worn video cameras while on duty, but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident.

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.

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

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

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

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

Recordings ~~that capture~~ of students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies. ~~Consequently, because the Board is bound by Wisconsin Pupil Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who~~

~~are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.~~

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

~~The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within **seven (7) calendar days** of the event/incident. Unless a formal complaint is being investigated, recordings may be destroyed after **thirty (30) calendar days**. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.~~

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

~~Access to and viewing of video recordings is limited to authorized personnel. The technology director is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The technology director shall approve requests for access to recorded and stored video images. The technology director may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.~~

~~Video files should not be transmitted electronically to sources outside the District except as required or permitted by law.~~

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

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

~~Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.~~

~~Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage logbooks, pursuant to the District's Records Retention Schedule.~~

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

~~The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after thirty (30) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.~~

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

The District Administrator is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

~~Annually, the District Administrator shall conduct a review to verify that this policy and its implementing guidelines are being adhered to, and report to the Board on the use of video surveillance/electronic monitoring equipment in the District.~~

Legal

19.31 – 19.39, 118.125 Wis. Stats.

FERPA 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521

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Code	po7440
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7440 - **SAFETY AND SECURITY**

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420. ~~a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.~~

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to install video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings or on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the schoolmain office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the schoolmain office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building. SchoolMain office staff must contact the classroom teacher to verify that the visitor is expected.
- C. All visitors are expected to sign out prior to departing the building.
- D. Outside of instructional times, no person other than a staff member may be in any school buildings except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the schoolmain office. In the event the schoolmain office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if any administrator is not available, if applicable, appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents shall make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the only approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents who do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator. Any decision to permanently restrict access of ~~expel~~ a parent may only be made by the District Administrator due to the parent's repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual either a student or staff member, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises, that staff member shall immediately contact law enforcement and the schoolmain office.

Sex Offenders on School Property

Any person who is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of his/her visit to any school facility and must notify the District Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her status as a registered sex offender and his/her children enrollment in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

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Legal 120.13(35), 301.475, Wis. Stat.

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Title	Copy of STUDENT RECORDS
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8330 - **STUDENT RECORDS**

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" 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.

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; ~~and~~
 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. (See Form 8330 F14.)

- 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. (See Form 8330 F16)

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. Any parent or eligible student ~~that~~^{who} refuses to allow disclosure of directory data and participates in ~~the~~ extra-curricular activity must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

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. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

Revised 7/17/17

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Legal

46.23 Wis. Stats.

46.22 Wis. Stats.

46.215 Wis Stats.

115.298 Wis. Stats.

118.125, Wis. Stats.

118.125(2)(q) Wis. Stats.

25 U.S.C. 450b(L)

34 C.F.R. Part 99

20 U.S.C. Section 1232f (FERPA)

20 U.S.C. Section 1232g (FERPA)

20 U.S.C. Section 1232h (FERPA)

20 U.S.C. Section 1232i (FERPA)

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

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Book Policy Manual
Section For Board Review - Vol. 28, No.1 + Safety Update
Title Copy of SCHOOL SAFETY AND CRISIS INTERVENTION
Code po8410
Status
Adopted November 21, 2016

8410 - SCHOOL SAFETY AND CRISIS INTERVENTION

The Board is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of District personnel, law enforcement agencies, and families. The Board further believes that administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

The District shall develop and the Board shall approve a school safety plan consistent with Policy 8420 - School Safety. ~~A school safety plan will be developed for each school in the District and approved by the Board. Each school's plan will be reviewed no less than every three (3) years and resubmitted to the Board for approval.~~

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents that meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the District Administrator shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The District Administrator shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the District Administrator shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

Legal

Title IX, Section 9532 of the No Child Left Behind Act of 2001
118.07(4)(a)-(d) Wis. Stat.

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Title SCHOOL SAFETY
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8420 - **SCHOOL SAFETY**EMERGENCY-PREPAREDNESS

The Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed and approved every three (3) years by the Board. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extracurricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills. Each school safety plan shall specify for each type of required drill how many and how frequently they will be conducted for each building in compliance with State law requirements for the performance of such drills. The plan shall designate the responsible administrator for each building for assuring that required drills are completed, reviewed, and reported as required by law.

~~The Board authorizes a system of emergency preparedness that shall require that fire drills are conducted at least once each month; tornado drills are conducted at least twice annually and school safety incident action plan drills are conducted at least twice annually.~~

The Board must submit the following to the Wisconsin Office for School Safety prior to January 1st of each year:

1. A copy of its school safety plan.
2. The date(s) of the required annual safety school violence event drill or drills held conducted in accordance with each building's school safety plan during the previous year.
3. Certification that the Board reviewed a required written evaluation of the drill or drills.
4. The date of the most recent school training on school safety and the number of attendees.
5. The most recent date the Board reviewed and approved the school safety plan.
6. The most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to Wis. Stats. § 48.981 (2)(a). The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to Wis. Stats. § 175.32(2) and (3). If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the school safety plan.

~~All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.~~

~~Each school's emergency preparedness plan shall be reviewed by the Board at least once every three (3) years following initial adoption.~~
In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the District Administrator shall redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

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Legal 118.07, 121.02(g)(i), Wis. Stats.

Last Modified by Steve LaVallee on June 4, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No.1 + Safety Update
Title NEW POLICY - SPECIAL UPDATE - SCHOOL SAFETY - THREATS OF VIOLENCE
Code po8462.01
Status

NEW POLICY - SPECIAL UPDATE - SCHOOL SAFETY

8462.01 - THREATS OF VIOLENCE

The Board strictly prohibits any threats of violence in or targeted at any school. All incidents or suspected incidents of such conduct must be reported as described in this policy and in State law and will be investigated. All District employees, regardless of position, are required to make a report if the following is present:

- A. A staff member, in the performance of his/her professional duties, hears or receives a threat of violence in or targeted at a school; and
- B. That staff member believes, in good faith, based on the threat that the health and safety of any person is in serious and imminent threat.

Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member shall immediately notify the building level administrator or District Administrator that a report has been made and provide details concerning the basis for the report.

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) regarding the laws governing the reporting of a threat of violence. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threatened or suspected child abuse or neglect as required in Policy 8462.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training. The District Administrator shall submit a report to DPI annually by January 1st that identifies the training performed under this section, along with the reporting required under Policy 8420 - School Safety and Emergency Preparedness.

Procedures for Reporting - Threats of Violence

An employee, regardless of position, shall immediately inform, by telephone or personally, a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of a student or school employee or the public. The report shall contain detailed information concerning the nature of the threat. The staff member shall cooperate fully with law enforcement. When such a report is made, the staff member shall also inform the building administrator or District Administrator, as well as the School Resource Officer, if available. If a threat is reported to the building administrator, s/he shall immediately notify the District Administrator and coordinate the District's coordination with law enforcement, students, and parents as the circumstances require.

Sanctions for Making Threats

All threats of violence are to be taken seriously. No staff member who reports a threat in good faith shall be subject to disciplinary action. Failure to report or undue delay in reporting a threat may result in disciplinary action.

Any student or staff member who makes a threat of violence will be evaluated for disciplinary action, up to possible referral for expulsion in the case of students (See Policy 5610) or termination from employment in the case of staff (See Policy 3140/Policy 4140).

The administration may, with the assistance of law enforcement personnel, remove from and/or prohibit the presence on school property, any member of the community, including a volunteer, parent, contractor, coach, etc., who makes a threat of violence in or against the school. In such a case, the District Administrator shall notify the Board as soon as is practicable.

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Legal

Wis. Stat. 118.07(5)

Wis. Stat. 175. 32

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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	REVISED POLICY - SPECIAL UPDATE - SCHOOL SAFETY - CHILD ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	November 21, 2016
Last Revised	November 19, 2018

REVISED POLICY – SPECIAL UPDATE – SCHOOL SAFETY

8462 - CHILD MANDATORY REPORTING OF STUDENT ABUSE AND NEGLECT AND THREATS OF VIOLENCE

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity. ~~Likewise, the Board strictly prohibits any threats of violence in or targeted at any school. All incidents or suspected incidents of such conduct must be reported as described in this policy and in State law and will be investigated. All District employees, regardless of position, are required to make a report in the following instances:~~

- A. ~~when the staff member has reasonable cause to suspect that a child seen in the course of the staff member performance of their job duties has been abused or neglected, or has been threatened with abuse or neglect, regardless of the identity of the suspected perpetrator;~~

~~The report shall be made to local law enforcement or social services.~~

- B. ~~when the staff member believes in good faith based on a threat made by any person regarding violence targeted at a school, that the health and safety of any person is in serious or imminent threat. Any such threats shall be immediately reported to law enforcement as described in policy.~~

~~Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member shall immediately notify the building level administrator or District Administrator that a report has been made and provide detail concerning the basis for the report.~~

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures ~~detailed herein~~ governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and ~~thereafter~~ at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01.~~The District Administrator shall coordinate all training () and shall prepare administrative guidelines that provide information concerning the prevention of child abuse or neglect and threats of school violence, as well the signs that a student may be a victim of or at risk of becoming a victim of abuse or neglect.~~

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.~~The required training shall also include training on the laws governing the reporting of threats of violence in or targeted at a school.~~

Reporting of Suspected Child Abuse or Neglect~~Procedures for Reporting – Child Abuse and Neglect~~

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	
Adopted	April 23, 2018
Last Revised	November 19, 2018

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

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122.

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

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

Guidelines for Matters Regarding a Staff Member

A. First Level

Generally, if the matter concerns a staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

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

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

B. Second Level

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

C. Third Level

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

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

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

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within ten (10) business days of the latest attempt to resolve the matter.~~receiving the District Administrator's written response.~~

The Board, after reviewing all material relating to the matter, shall provide the individual(s) with a written response.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the District Administrator for further assistance.

Guidelines for Matters Regarding District Services or Operations

If the matter relates to a District procedure or operation, it should be addressed, initially, to the person with administrative responsibility and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding Enrollment Disputes

If the matters relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed initially to the District's Residency or Homelessness Coordinator, and then to the Third Level of the process for "Matters Regarding a Staff Member".

Guidelines for Matters Regarding the Educational Program

If the matter relates to a District program, it should be addressed, initially, to the Curriculum Director and then in subsequently higher levels as prescribed in "Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall prepare information so that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

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

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

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

B. Upon receipt of the information, the Curriculum Director may, after advising the District Administrator of the complaint, and upon the District Administrator's approval, appoint a review committee, which shall comply with the open meetings law.

C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414).

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

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



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of SCHOOL VISITORS
Code	po9150
Status	
Adopted	November 21, 2016

9150 - SCHOOL VISITORS

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building. ~~The District Administrator has the authority to~~ prohibit the entry of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the supervisor or administrator in charge is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the Principal. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must not disrupt the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the District office and at each school.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits are not inspections nor are they supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition that causes concern, s/he should discuss the situation first with the District Administrator as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

All commercial, religious, or political representatives must have written permission of the District Administrator and principal of the building concerned before they may contact any District teachers, employees, or students during the school-day.

All visitors to a school of the District must comply with the visitor rules as set forth in Board Policy 7440, Facility Security.

Any individual in violation of this policy may be referred to law enforcement officials for prosecution under applicable state law(s).

Legal

120.13(35), Wis. Stats.

301.475(3)(c), Wis. Stats.

Last Modified by Steve LaVallee on March 28, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po1623
Status	
Adopted	October 17, 2016
Last Revised	November 19, 2018

1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

Compliance Officers

The Board designates the following individuals to serve as the District's 504 COs/ADA Coordinators (hereinafter referred to as the "COs").

Carmen O'Brien

~~Business Manager~~ ~~Director of Curriculum Assessment~~
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org@manawa.k12.wi.us

Daniel Wolfgram
High School/Junior High School Principal
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5310
dwolfgram@manawaschools.org@manawa.k12.wi.us

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

The COs are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District COs.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Training

The COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

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U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street
Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Legal

29 C.F.R. Part 1630

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Last Modified by Steve LaVallee on June 12, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No.1 + Safety Update
Title Copy of SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code po3123
Status
Adopted May 16, 2016

3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Compliance Officers

The Board designates the following individuals to serve as the District's 504 COs/ADA Coordinators (hereinafter referred to as the "COs").

Carmen O'Brien
Business Manager ~~Director of Curriculum and~~

Daniel Wolfgram
High School/Junior High Principal

Assessment

School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org@manawa.k12.wi.uw

School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5310
dwolfgram@manawaschools.org@manawa.k12.wi.us

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

The COs are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the COs.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. **(See Complaint Procedure below.)**

Training

The COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.

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Legal 29 C.F.R. Part 1630
 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
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Book	Policy Manual
Section	For Board Review - Vol. 28, No.1 + Safety Update
Title	Copy of SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po4123
Status	
Adopted	May 16, 2016

4123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

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 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
 34 C.F.R. Part 104
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Last Modified by Steve LaVallee on June 12, 2019



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

www.manawaschools.org

To: Board of Education
From: Dr. Melanie J. Oppor
Date: July 19, 2019
Re: Referendum Bid Package #2 Approval Process

Hoffman Planning, Design, & Construction, Inc. requested that the bids for Referendum Package #2 be approved as one Board of Education motion endorsing the recommended contractors as presented in a summary document prepared by Hoffman as opposed to making a motion to approve each contractor individually as is typically done. All supporting documentation would be available for Board review.

There are several reasons for this request.

First and foremost, Bid Package #2 is expansive and includes, but is not limited to: plumbing, electrical, HVAC, structural, civil engineering, sound systems, fire alarm systems, lighting systems, and much more. Making a motion on each individual contractor would be a lengthy and potentially redundant process.

Second, a motion to approve the contractors for Bid Package #2 can always include a Board Member’s request to remove one or more of the contractors from the motion to deal with them individually. This keeps the process efficient and provides focused attention on any Board Member questions or concerns about individual contractors or their respective proposals.

Third, Hoffman personnel have a stringent vetting process used to qualify each contractor who bids a job. In this way, the Board has assurances that due diligence has been done by Hoffman in ensuring that the District is getting the best value and quality for the services rendered or products purchased.

It is for these reasons that the Board is asked to endorse the process of approving the bids for Referendum Package #2 as one Board of Education motion for recommended contractors as presented in a summary document prepared by Hoffman personnel. Please let me know if you have any questions or concerns about this request. Thank you for your thoughtful consideration.

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal

dwolfgram@manawaschools.org

(920) 596-5800

Michelle Pukita

Elementary Principal

mpukita@manawaschools.org

(920) 596-5700

Carmen O’Brien

Business Manager

cobrien@manawaschools.org

(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301



Professional Service Industries, Inc.
3009 Vandebroek Road
Kaukauna, Wisconsin 54130
Phone: (920)-735-1200
Fax: (920) -735-1840

Mr. Matt McGregor
Hoffman Planning, Design & Construction, Inc.
122 East College Avenue, Suite 1G
Appleton, Wisconsin 54911

Re: Proposal for Soil Borings
Junior/Senior High School Football Field
Manawa, Wisconsin

Dear Mr. McGregor,

Thank you for giving Professional Service Industries, Inc. (PSI), an Intertek Company, this opportunity to propose our services. PSI is submitting this proposal to conduct soil borings for the Manawa Junior/Senior School Football Field in Manawa, Wisconsin. Presented below is a review of furnished project information, along with our proposed scope of services and fee information.

PROJECT UNDERSTANDING

Based on the information provided, it is understood that the project will consist of five soil borings within the Manawa Junior/Senior Football Field located at 515 East 4th Street in Manawa, Wisconsin. The information provided on the boring logs will be used by Hoffman Planning, Design & Construction, Inc. for their evaluation.

SCOPE OF SERVICES

As requested, PSI proposes to drill a total of five (5) soil test borings each to a depth of about 20 feet below existing grade. More specifically, one (1) soil test boring will be completed within the area labeled "lush grass", one (1) soil test boring will be completed within the area labeled "slow growth", and three (3) soil test borings will be completed within the area labeled "bad/wet". In total, 100 lineal feet of drilling is proposed. **However, it is understood that the client may eliminate or add additional borings.** Where a significant alteration to the scope of work may be warranted, prior authorization from the client will be obtained.

The borings will be advanced to the depths referenced above, or to refusal, whichever is shallower. Rock coring is not included in the scope of this exploration; therefore, the character and continuity of refusal materials, if encountered, can be determined only with a more comprehensive scope of services (which will require an authorization for additional budget).





It is anticipated that the site is not accessible with standard drilling equipment. Therefore, the soil borings will be performed with an all-terrain (ATV) mounted rig drill rig utilizing continuous flight hollow stem auger to advance the boreholes. Representative soil samples will be obtained at 2½-foot intervals to 10 feet and 5-foot intervals thereafter. The samples will be secured by employing split-barrel sampling procedures in general accordance with ASTM D-1586. The samples will be visually classified in accordance with the USCS classification system.

Borings greater than 10 feet will be backfilled with bentonite upon completion. However, once backfilled and surface patched, it is possible that the backfill within the borehole will settle when surface water or groundwater enters the hole, thus causing the surface patch to fail. **PSI cannot be responsible for monitoring the condition of said boreholes; therefore, the condition of the boreholes should be monitored by the property owner once PSI has demobilized from the site. PSI will only backfill the borehole. PSI has not included landscaping cost to restore the borehole areas after completion of drilling. In addition, the soil cuttings generated from the soil borings will be left onsite. Typically, they are thin spread adjacent to the boring locations or within green spaces. We have not included any costs for offsite disposal of soil cuttings.**

Representative soil samples obtained during the field exploration program will be returned to the laboratory for classification and a limited number of engineering properties test. The nature and extent of this laboratory testing program will be dependent up on the subsurface conditions encountered during the field exploration program and may include testing selected samples to evaluate the soils' moisture content, plasticity, grain size, and relative strength characteristics. **The results of the subsurface exploration and laboratory testing will be provided on soil boring logs. Pursuant to your request, no engineering analysis or recommendations will be provided.**

SPECIAL INSTRUCTIONS

Some damage to ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. PSI will attempt to minimize such damage, but no restoration other than backfilling the soil test borings is included. Extra soil cuttings (after back filling in the boreholes) will remain on the site. The project owner shall be responsible to properly dispose the extra soil cuttings.

PSI will contact Diggers Hotline for public utility clearance prior to the start of drilling activities. However, this service does not mark the locations of privately owned utilities. **PSI's proposal is based on private utility lines and other subsurface appurtenances being located in the field by others prior to our mobilization. The cost of private utility locating is not included in PSI's proposal. If PSI is asked to provide this service, an additional fee will apply.**

FEES

It is proposed that the fee for performance of the geotechnical scope of services be charged on



a unit rate basis. For the base scope of services outlined above, the total fee for the geotechnical services will be \$2,675.00.

PSI's cost is based upon the site being readily accessible to PSI's ATV-mounted drill rig as outlined above. If site conditions change, require the use of special equipment, an additional charge may apply. Any additional charges and options to access the site will be discussed with you prior to performance.

AUTHORIZATION

If this proposal is acceptable to you, PSI will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return on copy of this proposal intact to PSI's office. PSI will proceed with the work upon receipt of authorization.

PSI appreciates the opportunity to offer our services to your project and look forward to working with you. Please call with any questions you may have, or if PSI can be of additional service.

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Electronic Copy

Patrick Bray
Branch Manager

Electronic Copy

James M. Becco, P.E.
Vice President

Attachments: Proposal Acceptance
 General Conditions
 Estimate Worksheet
 Standard Fee Schedule



PROPOSAL ACCEPTANCE:

<p>AGREED TO, THIS _____ DAY OF _____ , 2019.</p> <p>BY (please print): _____</p> <p>TITLE: _____</p> <p>COMPANY: _____</p> <p>SIGNATURE: _____</p>

PROJECT INFORMATION:

- Project Name: _____
- Project Location: _____
- Your Job No: _____ Purchase Order No.: _____
- Project Manager: _____ Telephone No.: _____
- Site Contact: _____ Telephone No.: _____
- Number and Distribution of Reports:

() Copies To: _____	() Copies To: _____
_____	_____
_____	_____
Attn: _____	Attn: _____
() Copies To: _____	() Copies To: _____
_____	_____
_____	_____
Attn: _____	Attn: _____
- Invoicing Address: _____

 Attn: _____
- Other Pertinent Information Or Previous Subsurface Information Available:



GENERAL CONDITIONS

1. PARTIES AND SCOPE OF WORK: Professional Service Industries Inc. ("PSI") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific service to be performed by PSI as set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by PSI. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of PSI's work. PSI shall have no duty or obligation to any third party greater than that set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from PSI, or the reliance on any of PSI's work, shall constitute acceptance of the terms of PSI's proposal and these General Conditions, regardless of the terms of any subsequently issued document.

2. TESTS AND INSPECTIONS: Client shall cause all tests and inspections of the site, materials and work performed by PSI or others to be timely and properly performed in accordance with the plans, specifications and contract documents and PSI's recommendations. No claims for loss, damage or injury shall be brought against PSI by Client or any third party unless all tests and inspections have been so performed and unless PSI's recommendations have been followed. Client agrees to indemnify, defend and hold PSI, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or PSI's recommendations are not so followed.

3. PREVAILING WAGES: This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. It is agreed that no applicable prevailing wage classification or wage rate has been provided to PSI, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. Client will reimburse, defend, indemnify and hold harmless PSI from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney's fees.

4. SCHEDULING OF WORK: The services set forth in PSI's proposal and Client's acceptance will be accomplished by PSI personnel at the prices quoted. If PSI is required to delay commencement of the work or if, upon embarking upon its work, PSI is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of PSI, additional charges will be applicable and payable by Client.

5. ACCESS TO SITE: Client will arrange and provide such access to the site and work as is necessary for PSI to perform the work. PSI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.

6. CLIENT'S DUTY TO NOTIFY ENGINEER: Client warrants that it has advised PSI of any known or suspected hazardous materials, utility lines and pollutants at any site at which PSI is to do work, and unless PSI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save PSI harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to PSI's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to PSI by Client.

7. RESPONSIBILITY: PSI's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. PSI shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. PSI's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against PSI and for PSI to be added as an Additional Insured on all policies of insurance, including any policies required of Client's contractors or subcontractors, covering any construction or development activities to be performed on the project site. PSI has no right or duty to stop the contractor's work.

8. SAMPLE DISPOSAL: Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of PSI's report.

9. PAYMENT: The quantities and fees provided in this proposal are PSI's estimate based on information provided by Client and PSI's experience on similar projects. The actual total amount due to PSI shall be based on the actual final quantities provided by PSI at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and PSI will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay PSI's cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney's fees. PSI shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein PSI waives any rights to a mechanics' lien, or any provision conditioning PSI's right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that PSI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of PSI from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.



10. ALLOCATION OF RISK: CLIENT AGREES THAT PSI'S SERVICES WILL NOT SUBJECT PSI'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST PSI.

SHOULD PSI OR ANY OF ITS EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON P SI' S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF PSI, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$25,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO PSI FOR ITS WORK PERFORMED ON THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT PS I' S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS PARAGRAPH, CLIENT MAY, UPON WRITTEN REQUEST OF CLIENT RECEIVED WITHIN FIVE DAYS OF C LI E N T' S ACCEPTANCE HEREOF, INCREASE THE LIMIT OF PS I' S LIABILITY TO \$250,000.00 OR THE AMOUNT OF P SI' S FEE PAID TO PSI FOR ITS WORK ON THE PROJECT, WHICHEVER IS THE GREATER, BY AGREEING TO PAY PSI A SUM EQUIVALENT TO AN ADDITIONAL AMOUNT OF 5% OF THE TOTAL FEE TO BE CHARGED FOR P SI' S SERVICES. THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED. IN ANY EVENT, ATTORNEY'S FEES EXPENDED BY PSI IN CONNECTION WITH ANY CLAIM SHALL REDUCE THE AMOUNT AVAILABLE, AND ONLY ONE SUCH AMOUNT WILL APPLY TO ANY PROJECT.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND BREACH OF STATUTORY DUTY) OR OTHERWISE FOR LOSS OF PROFIT (WHETHER DIRECT OR INDIRECT) OR FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL LOSS OR DAMAGE, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, REVENUE, BUSINESS, OR ANTICIPATED SAVINGS (EVEN WHEN ADVISED OF THEIR POSSIBILITY).

NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT, OR OTHERWISE, MAY BE BROUGHT AGAINST PSI, ARISING FROM OR RELATED TO P S I' S WORK, MORE THAN TWO YEARS AFTER THE CESSATION OF PSI'S WORK HEREUNDER, REGARDLESS OF THE DATE OF DISCOVERY OF SUCH CLAIM.

11. INDEMNITY: Subject to the above limitations, PSI agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of PSI's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against PSI, the Client and the party initiating such action shall pay to PSI the costs and expenses incurred by PSI to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that PSI shall prevail in such suit.

12. TERMINATION: This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, PSI shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.

13. EMPLOYEES/WITNESS FEES: PSI's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay PSI's legal expenses, administrative costs and fees pursuant to PSI's then current fee schedule for PSI to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any PSI employee or person who has been employed by PSI within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of PSI and shall pay PSI an amount equal to one- half of the employee's annualized salary, without PSI waiving other remedies it may have.

14. FIDUCIARY: PSI is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between PSI and any other party.

15. RECORDING: Photographs or video recordings of the Client's own project may be taken by and used for the Client's own internal purposes. Photographs or video recordings may not be used for marketing or publicity or distributed to a third party or otherwise published without PSI's prior review and consent in writing. Taking photographs of other Clients' samples, test setups, or facilities, or recording in any manner any test specimen other than the test specimen related to the Client's project is prohibited; and the Client agrees to hold in strict confidence and not use any proprietary information disclosed either advertently or inadvertently. The Client shall defend, hold harmless, and indemnify PSI for any breach of this clause.

16. CHOICE OF LAW AND EXCLUSIVE VENUE: All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in Cook County, Illinois, or the Federal Court for the Northern District of Illinois.

17. PROVISIONS SEVERABLE: The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken, and the remaining provisions shall be enforceable.

18. ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.



Professional Service Industries, Inc.
3009 Vandebroek Road
Kaukauna, Wisconsin 54130
Phone: (920)-735-1200
Fax: (920) -735-1840

GEOTECHNICAL EXPLORATION - ESTIMATE WORKSHEET

Client Name: Mr. Matt McGregor
Hoffman Planning, Design & Construction, Inc. **Date:** July 12, 2019

Project Name: Junior/Senior High School Football Field Drainage **PSI Proposal No.:** PO-0094-282320-R

Project Location: Manawa, Wisconsin

<u>DESCRIPTION OF SERVICE(S)</u>	<u>Quantity</u>	<u>Unit Fee</u>	<u>Total</u>
Mobilization	1 Each	\$925.00	\$925.00
20 Foot Boring	5 Each	\$300.00	\$1,500.00
Boring Log Preparation	5 Each	\$50.00	\$250.00
TOTAL ESTIMATED COST:			<u><u>\$2,675.00</u></u>

ADDITIONAL SERVICES (If necessary)

-Extra Drilling - Cost Per Foot (0-25 feet)	--	Foot	\$15.00
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Scope:

Perform 5 borings to a depth of 20 feet below existing grade. In total, up to 100 lineal feet of drilling is proposed.

PROFESSIONAL SERVICE INDUSTRIES, INC.
GEOTECHNICAL SERVICES STANDARD FEE SCHEDULE

ENGINEERING SERVICES

Engineering & Technical services for site reconnaissance, boring locations, field supervision, water level measurements & sampling, engineering evaluation, analysis & consultation.

Staff Engineer or Geologist	\$75.00 Per Hour	Sr. Engineering Technician	\$50.00 Per Hour
Project Engineer or Geologist	\$85.00 Per Hour	Engineering Technician	\$40.00 Per Hour
Principal Engineer or Geologist	\$100.00 Per Hour	Secretarial Services	\$25.00 Per Hour
Principal of Firm	\$110.00 Per Hour		

FIELD SERVICES

Mobilization of Drilling Equip.	\$3.00 Per Mile (\$450.00 Minimum)	Boring Layout	\$90.00 Per Hour
Support Vehicle	\$0.55 Per Mile (Min. \$85.00 Per Day)	Standby & Problem Access Time	\$150.00 Per Hour
All-terrain Drill Rig	\$750.00 Per Day	2-Man Crew Per Diem	\$200.00 Per Day

Soil Drilling with Split- spoon (ASTM D-1586) or Shelby Tube (ASTM D-1587) sampling at 5-foot intervals:

Depth Range	Unit Charges Per Foot, 3 1/4", 4 1/4" I.D. Auger		Unit Charges Per Foot 6 1/4" I.D. Auger		Extra SS or ST Samples
	Easy Drilling*	Hard Drilling**	Easy Drilling*	Hard Drilling**	
0 - 25 ft.	\$11.00	\$13.00	\$14.00	\$16.00	\$10.50
25 - 50	\$13.00	\$15.00	\$16.00	\$18.00	\$14.00
50 - 75	\$16.00	\$18.50	\$20.00	\$22.00	\$17.50
75 - 100	\$18.00	\$22.00	\$24.50	\$28.00	\$22.50

* N-count of 40 blows or less, or Qu or Qp less than 4 tsf

** N-count greater than 40 blows, or Qu or Qp greater than 4 tsf
 Drilling with 12-1/4 " I.D. Auger will be quoted upon request.

Auger Drilling without sampling	\$9.00 Per Foot	Shelby Tubes, 3" diameter	\$40.00 Each
Rock Coring with Diamond Bit	\$75.00 Per Foot	DOT 55-Gallon Drums - Soil Cuttings	\$60.00 Each
Rock Boring with 3" Roller Bit	\$45.00 Per Foot	Drilling mud, as needed	\$3.00 Per Foot
Rock Coring & Boring Set-up Charge	\$350.00 Per Hole	Pavement Cold-Patch at boreholes	\$25.00 Per Hole

LABORATORY TESTING

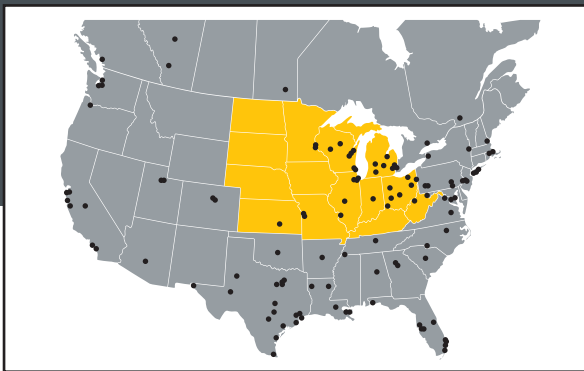
Visual Engineering Classification	\$4.00 Per Test	Unconfined compression tests,	
Hand Penetrometer Test	\$4.00 Per Test	remac	\$5.00 Per Test
Moisture Content Test	\$5.00 Per Test	without stress-strain curve	\$30.00 Per Test
Organic Content Test	\$35.00 Per Test	with stress-strain curve	\$45.00 Per Test
Density Determination with Moisture Content	\$30.00 Per Test	California Bearing Ratio (CBR)	\$250.00 Per Test
Atterberg Limits Determination	\$85.00 Per Test	Permeability, Rigid Wall	\$250.00 Per Test
Grain Size Analysis, Sieve	\$65.00 Per Test	Permeability, Flexible Wall	\$300.00 Per Test
Grain Size Analysis, Sieve & Hydrometer	\$95.00 Per Test	Shelby Tube sample preparation/remolding	\$40.00 Per Tube
Moisture Density Relationship			
Standard Method, ASTM D-698	\$150.00 Per Test		
Modified Method, ASTM D-1557	\$175.00 Per Test		

REMARKS

Charges for monitoring well installation, analytical testing services, and special equipment or sampling techniques not included herein, will be quoted upon request. Rental equipment & commercial transportation charges will be billed at cost plus 20%. A per diem charge of \$100.00/day per person will be billed as applicable. Invoices will be submitted monthly, with payment due within 30 days of invoice date. Interest will be added at a rate of 1½% per month of delinquency. Proposal estimates & verbal quotations will remain valid for 60 days, at which time they may be subject to change or withdrawal.

BUILDING & CONSTRUCTION CENTRAL REGION

ASSURANCE, TESTING, INSPECTION, AND CERTIFICATION
FOR THE BUILT ENVIRONMENT

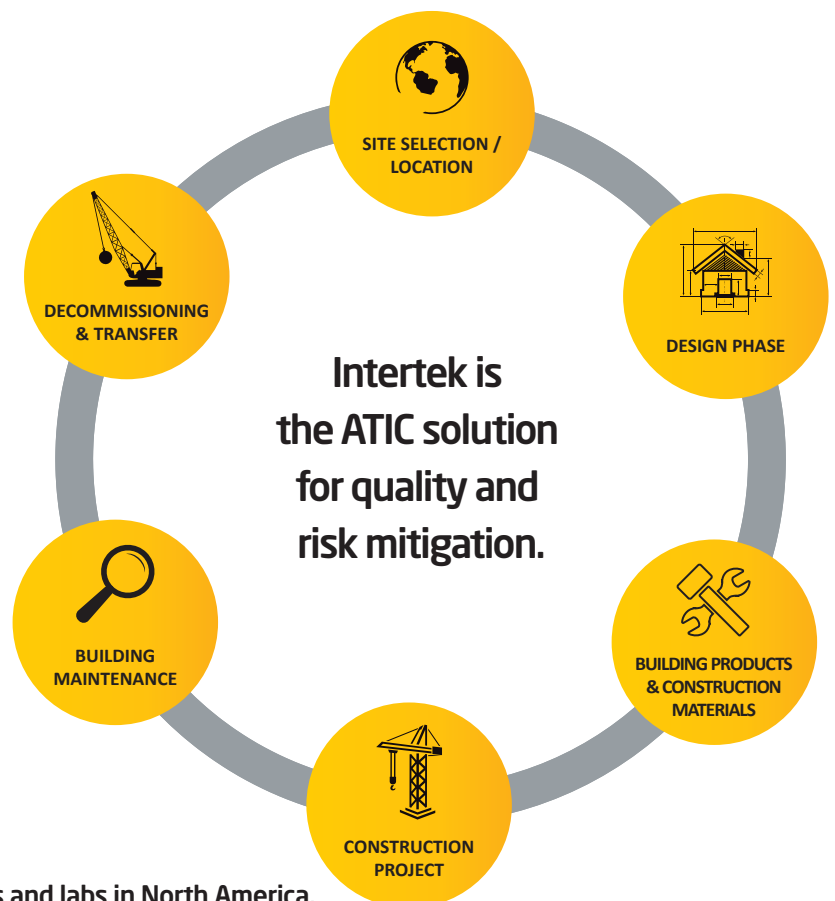


Market Access. Risk Mitigation. Total Assurance.

Leverage the building, engineering, and construction market leader for all of your building product and construction and infrastructure projects. As the only firm with the ability to offer a full-suite of product-related testing and certification capabilities, and project-related assurance, testing, inspection, and consulting services, we bring customers a level of capabilities unparalleled in the industry. Intertek is your one solution for faster and more cost effective access to domestic and international markets.

Services Throughout the Entire Project Lifecycle

Every project is unique, from its location to the regulatory code it must follow to the methods of construction it undergoes. With services that span the entirety of the construction lifecycle, Intertek is your partner from ground breaking to the demolition ball.



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+1 800 967 5352

icenter@intertek.com

intertek.com/building

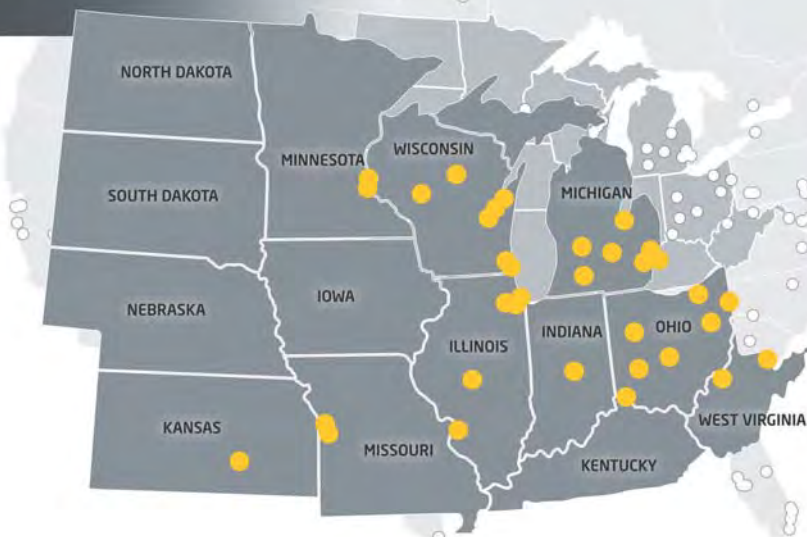


Pat Bray
Branch Manager
920-735-1200
patrick.bray@intertek.com

Brian Olesen, PE
Business Development Manager
920-202-6653
brian.olesen@intertek.com

Intertek-PSI
3009 Vandebroek Road
Kaukauna, WI 54130
+1 920-735-1200

Central



Our services include:

Building Science Solutions - Assessing and identifying building system deficiencies and potential problems to assure minimized project risk.

Construction Materials Testing & Engineering - From on-site to in-lab testing of construction materials (concrete, soil, asphalt, etc.), we can ensure compliance and material quality.

Environmental Services - Assessing and providing solutions to a variety of regulatory (local or national) environmental needs.

Field Testing & Mock Up - Testing products and systems in the field or at our labs to ensure their performance before completing the construction project.

Geotechnical Engineering - Testing, sampling, analyzing, and consulting of a variety of subsurface materials to understand their interaction with the structure.

Industrial Hygiene - Surveying, assessing, and monitoring the indoor environment to mitigate associated human health issues.

Non-Destructive Testing - Leverage our expertise to evaluate a material without destroying its usefulness.

Specialty Testing & Engineering - Regardless of your material, testing, or need, we offer a range of specialty testing and engineering solutions.

Built on legacy

Intertek's Building & Construction division stands on the shoulders of giants. Our history of innovation, growth, and expanded services comes from a legacy of leading industry organizations whose spirit and culture continue to drive our desire to serve our clients ever better.



Intertek



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School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

www.manawaschools.org

To: Board of Education
From: Dr. Melanie J. Oppor
Date: July 19, 2019
Re: One-Year Operation Referendum Project

The driveway behind the former vacant building that connects Beech Street to the high school driveway is in poor condition because of its age and all the heavy equipment traveling back and forth on it this summer. The Board of Education currently has the following options to consider that would be included in the one-year operational referendum budget:

- Abandon the former driveway between MES and LWJSHS along with the small parking area to the south of the driveway and convert the entire area into green space.
OR
- Repave the former driveway and parking area to the south of the driveway with asphalt.
OR
- Consider a new idea or some hybrid combination of the above two ideas.

There are pros and cons to each option which will be explored in greater detail at the regular July Board of Education meeting. The Board will also want to consider what the taxpayers would find to be the most purposeful option and what best aligns to the district community’s perception of the scope of the one-year operational referendum. Below are a few other points to consider. This is by no means an exhaustive list but rather a discussion starter resource.

Green Space:

- Creates an attractive natural space for student, staff, and the community to use.
- Maintenance will be mowing and weed/feed; mowing and weed/feed costs will rise due to increased square footage of green space.
- Reduced snow/ice removal contract due to elimination of blacktop area square footage.
- Kobussen dispatcher said that the driveway is not necessary for bus transport purposes but the Kobussen safety director would be contacted to weigh in on the issue.
- Eliminates overflow parking for middle school and high school events, supplemental staff parking, or citizen parking when using the upper fields.
- Could become a future site for a softball field or a football practice field (only if blacktop area is removed).
- Could be used for placement of a solar panel array (this could occur with or without the blacktop area).
- Cost (See contractor quote).

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal

dwolfgram@manawaschools.org

(920) 596-5800

Michelle Pukita

Elementary Principal

mpukita@manawaschools.org

(920) 596-5700

Carmen O’Brien

Business Manager

cobrien@manawaschools.org

(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301



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www.manawaschools.org

-2-

Blacktop:

- Maintains alternative access between MES on Beech St. and LWJSHS driveway as it was when the vacant building was present.
- Maintains snow/ice removal contract by keeping comparable blacktop areas.
- Will need to be added to long-term maintenance plan to patch, sealcoat, and stripe as needed.
- Maintains overflow parking for middle school and high school events, supplemental staff parking, or citizen parking when using the upper fields.
- Provides a parking area for citizens using the new green space.
- Cost (See contractor quote).

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

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[dewolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)

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AMERICAN ASPHALT OF WISCONSIN

DIVISION OF MATHY CONSTRUCTION
832 STATE HIGHWAY 153 EAST P.O. BOX 98
MOSINEE, WI 54455
PHONE (715) 693-5200 * FAX (715) 693-5220
www.americanasphaltowis.com

PROPOSAL/CONTRACT

PROPOSAL NUMBER: 2402098 AMERICAN JOB NUMBER : DATE: 7/22/2019

Billing Information

Attn: CARMEN OBRIEN MANAWA SCHOOL DISTRICT 800 BEECH STREET MANAWA, WI 54949	PHONE # (920) 596-5332 FAX # EMAIL web@manawa.k12.wi.us
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Job Information

JOB/OWNER (S) NAME: SAME	JOB CITY/LOCATION: MANAWA
JOB ADDRESS: SAME	COUNTY: Waupaca

(WRITE IT DOWN - VERBAL OR WRITTEN TERMS AND CONDITIONS NOT CONTAINED HEREIN ARE NOT BINDING)

American Asphalt of Wisconsin ("CONTRACTOR") proposes as follows:

Budgetary Proposal Only

Per email from Hoffman Planning on 7/26 & field meeting on 7/27.

Parking Lot Approx : 4,000 S.Y.

Provide traffic control signing and flagging as needed for our operations.

Pulverize the existing asphalt pavement for base course.

Pave with WisDOT Spec. Type MT asphalt mix compacted to an average thickness of 3.5 inches or 5 inches in two lifts.

Bus Lane Approx : 1,600 S.Y.

3.5" Thickness Alternative

Total Price = \$29,350.00

5" Thickness Alternative

Total Price = \$34,835.00

Parking Lot Approx : 2,400 S.Y.

3.5" Thickness Alternative

Total Price = \$42,192.00

Alternate Pricing if Bus Lane @ 5" thick and Parking Lot @ 3.5" are done in conjunction

Total Price = \$74,565.00

SPECIAL CONDITIONS :

American Asphalt of Wisconsin takes no responsibility for a passing proof roll prior to paving as a result of existing conditions (i.e. lack of existing base and poor subgrade soil conditions).

Staking and layout by others.

Base course by others + or - 0.10 of a foot.

Any cleanup required prior to paving the surface course will be billed over and above the contract amount.

Price does not include saw cutting, excavation, base course material, utility adjustments, or misc. patching.

Thank you for allowing us to quote this work.

The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of AS ABOVE and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions, and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the Terms And Conditions on Page 2.

CONTRACTOR:
American Asphalt of Wisconsin

PURCHASER:
I have read and understand the terms and conditions on both pages of this contract. PURCHASER hereby acknowledges receipt of the Wisconsin Department of Commerce Right to Cure Law brochure, if applicable.

By: _____
Scott Schatschneider

Date: 7/22/2019

By: _____

Date of acceptance

NOTE: This proposal shall be automatically cancelled if written acceptance has not been received by the CONTRACTOR on or before 5:00 p.m. 8/21/2019, the Cancellation Date and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that there is inadequate assurance of payment. By my signature herein I authorize CONTRACTOR to review personal or business Credit Reports to evaluate financial readiness to pay amounts set forth in this Proposal/Contract.

AFTER SIGNING, PLEASE RETAIN ONE COPY AND FORWARD A COPY TO OUR OFFICE ON OR BEFORE THE CANCELLATION DATE.

EEO/AA Employer

TERMS AND CONDITIONS

NOTICE OF LIEN RIGHTS

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAWS, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL CLAIMS ARE DULY PAID.

ACCEPTANCE OF WORK

All labor and material is conclusively accepted as satisfactory unless excepted to in writing within seven (7) days of performance.

EXTRA WORK

All alterations or deviations from any of the terms of this contract shall be in writing and executed by the parties hereto. Any extra cost involved therein will become an extra charge to be paid by PURCHASER over and above the contract price.

PURCHASER'S RESPONSIBILITIES

PURCHASER acknowledges and understands that it shall be responsible for obtaining any and all permits which may be required in connection with the performance of this Proposal/Contract. Where applicable, PURCHASER shall also be responsible for backfilling areas that border along the newly paved surface with appropriate material to eliminate potential cracking and uneven surface at the edge of the paved surface and for installing, replacing, maintaining, and repairing shoulders. PURCHASER assumes all liability for any damages done to underground utilities and/or structures unless CONTRACTOR has been notified, upon acceptance of this Proposal, as to the specific location and depth of any such buried utilities/structures.

INCLEMENT WEATHER

Inclement weather may alter the completion of the work to be furnished hereunder. Furthermore, special consideration should be given if work is to be performed before May 1 or after October 15 in light of less than desirable weather conditions which could potentially impair the quality of the work performed hereunder.

WARRANTY

All material is guaranteed to be as specified and all work is to be completed in a workmanlike manner according to standard practices. All labor and materials will be guaranteed against defect for one (1) year from date of installation. Due to Wisconsin winters and expansion and contraction of the ground, some cracking of the pavement may be experienced. There are no express or implied warranties of merchantability, quality, quantity or of fitness for any particular purpose, which extend beyond those specifically set out in this document. All warranties are void if payment is not made as stipulated.

DELINQUENCY CHARGE

Payment is due and payable upon completion of each stage of work. If PURCHASER defaults on the payment required, PURCHASER will be liable for all costs of collection, including reasonable attorney's fees, and a delinquency charge on the balance at the maximum rates allowed by law. If PURCHASER is an organization as defined by Wis. Statue, Section 421.301 (28), the Delinquency Charge rate shall be 1.5% per month (18% APR) plus all costs of collection, including reasonable attorney's fees. CONTRACTOR retains title to all merchandise covered by this Agreement until full payment is received according to the above terms of sale. PURCHASER consents in any action or legal proceeding relating to this Contract commenced by the CONTRACTOR to the personal jurisdiction of any court that is either a court of record in the State of Wisconsin or a court of the United States located in the State of Wisconsin. It is hereby agreed that no legal action with respect to this contract may be brought by either party later than one (1) year after the cause of action accrues and that the party asserting such a legal action shall be barred from any remedy thereto.

INDIVIDUAL LIABILITY

The undersigned PURCHASER agrees to be individually liable for all terms of the Agreement, regardless of whether he or she signs individually or as an agent for the owner of the property upon which the work is being performed or for any other individual, partnership or corporation.

PRODUCT INFORMATION AND MAINTENANCE

Since the asphalt in blacktop needs time to harden and cure, usually 6-12 months, your asphalt pavement will remain soft and pliable during warm weather. During this time, don't park in the same spot every time and do not turn your steering wheel back and forth when your car is not moving. It is not unusual to experience some cracking over the winter due to the contraction and expansion of the ground, especially over culverts, pipes, electric wires, etc. Avoid gasoline and petroleum product spills as they will destroy your pavement. If spills do occur, immediately flush with lots of soapy water. If you do decide to seal coat your pavement, wait until the summer following installation.

BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

ENTIRE AGREEMENT

The entire contract is embodied in this writing. This writing constitutes the final expression of the parties' agreement, and it is a complete and exclusive statement of that agreement. In the event that any term of this contract is unenforceable, the remaining terms of the contract shall still be in full force and effect.

**PROPOSAL
FAULKS BROS. CONSTRUCTION, INC.**

E3481 Royalton Street
Waupaca, WI 54981

PHONE: (715) 258-8566 FAX: (715) 942-0509

SUBMITTED TO:
HOFFMAN
122 EAST COLLEGE AVE, SUITE 1G
APPLETON, WI 54911

CONTACT: MATT MCGREGOR

DATE: JULY 12TH, 2019
PHONE: (920) 470 - 0964
FAX:
JOB NAME: PROPOSED ASPHALT REMOVAL AT OLD MANAWA
MIDDLE SCHOOL
JOB LOCATION: 800 BEECH STREET, MANAWA, WI 54949

FOR FURNISHING THE NECESSARY LABOR, MATERIAL, AND EQUIPMENT TO COMPLETE THE FOLLOWING:

PROPOSED ASPHALT REMOVAL AT OLD MIDDLE SCHOOL DEMOLITION SITE

- SAW CUT APPROXIMATELY 85 LF OF ASPHALT AT EAST AND WEST ENTRANCES.
- EXCAVATE AND REMOVE EXISTING ASPHALT PARKING LOT (APPROXIMATELY 60,380 SQUARE FEET) AT AN AVERAGE DEPTH OF 4 INCHES. ALL ASPHALT DEBRIS WILL BE LOADED AND HAULED OFFSITE. INCLUDES DUMP FEES. INCLUDES REMOVAL OF (1) BASKETBALL HOOP, AND ALSO (APPROXIMATELY 50 L.F.) OF CHAIN LINK FENCE REMOVAL NEAR WEST ENTRANCE.
- FURNISH, HAUL, PLACE, AND LEVEL UNSCREENED TOPSOIL IN NEW GREEN SPACE AREA (APPROXIMATELY 60,380 SQUARE FEET) AT AN AVERAGE DEPTH OF 4 INCHES.
- INCLUDES SEEDING AND MULCHING OF DISTURBED AREA.

TOTAL COST = \$36,435.00

EXCLUSIONS:

- NO UTILITY RELOCATIONS (PHONE, FIBER, GAS, ELECTRIC, ETC) OF ANY KIND IS INCLUDED.
- DOES NOT INCLUDE ANY LOCAL OR DNR PERMITS IF NEEDED.
- DOES NOT INCLUDE ANY WATERING OF NEW LAWN AREAS.

PAYMENT TERMS All invoices are due and payable upon completion. A service charge of 1.5% per month will be added to all past due amounts. All prices subject to applicable sales taxes.

LIEN RIGHTS AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, FAULKS BROS. CONSTRUCTION, INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED, FAULKS BROS. CONSTRUCTION, INC. ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. FAULKS BROS. CONSTRUCTION, INC. AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

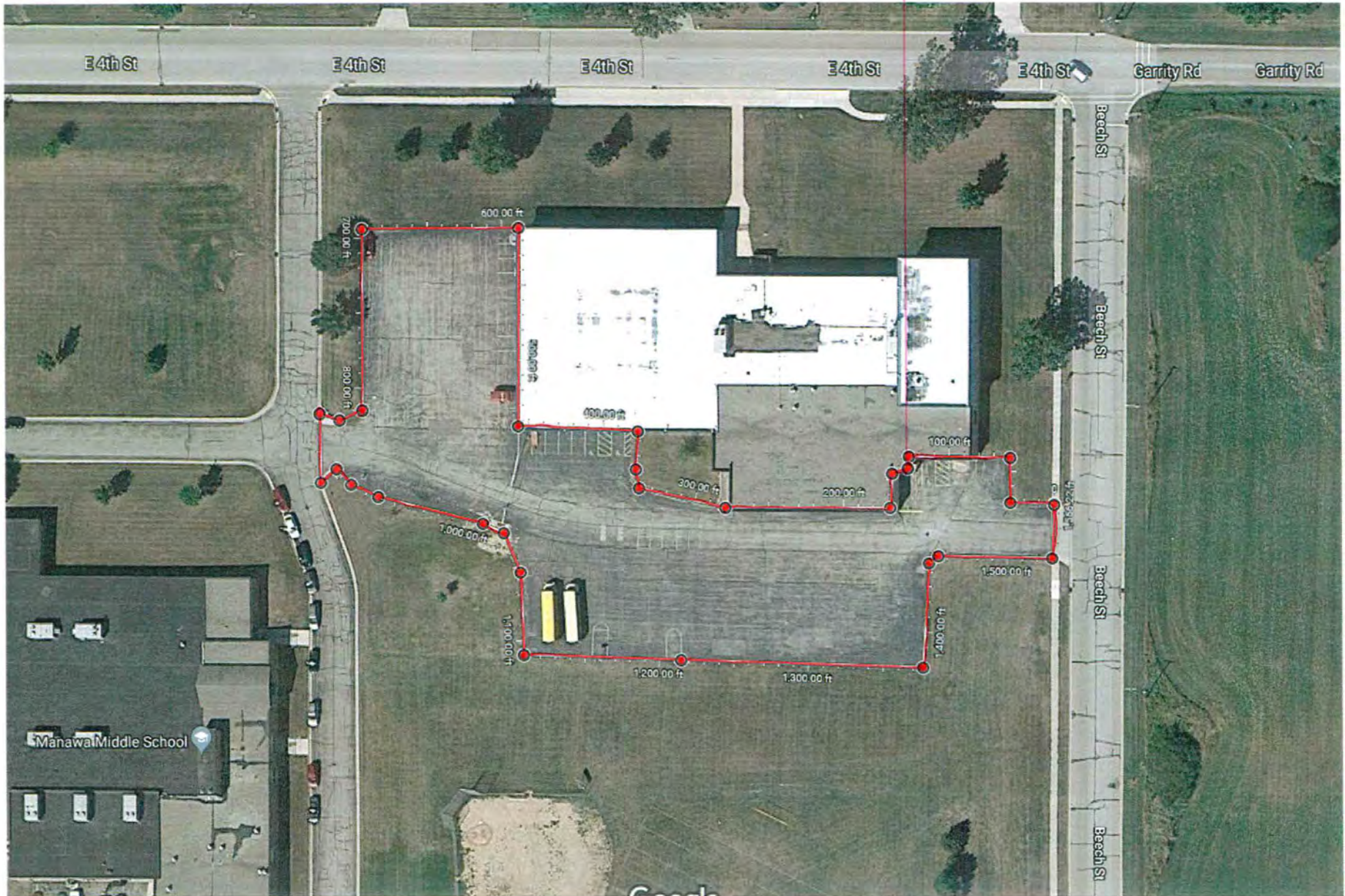
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs must be approved by owner, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within _____ days.

Signature  FAULKS BROS. CONSTRUCTION, INC.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Date of Acceptance: _____

Signature _____

Google Maps Manawa Elementary School



Book AG 1st Draft Clean
 Section 8000 Operations
 Title VOLUNTEERS
 Code ag8120
 Status Proposed to Policy & Human Resources Committee

8120 - **VOLUNTEERS**

~~[NOTE: This guideline is appropriate for those Districts choosing background checks for volunteers in Policy 8120.]~~

While the District acknowledges the importance of volunteerism in its school, serving as a volunteer in the District is a privilege. The District shall conduct background checks on all persons who request to serve as a volunteer with the District. Background checks will be conducted through appropriate State agencies or other applicable means. The results of the background checks will be reviewed by the **(X) District Administrator** ~~()~~ _____.

The **(X) District Administrator** ~~()~~ _____ shall have sole discretion to determine whether information obtained through the background check process disqualifies an individual from serving as a volunteer within the District, or may place restrictions on the type of volunteer service the individual may provide.

[X] No individual that has been convicted of any crime involving children may serve as a volunteer in the District.

Parents of students enrolled in the District shall be subject to the same requirements to qualify as volunteers; however, parents deemed not qualified to serve as volunteers will not be prevented from otherwise actively participating in their children's education. The ~~()~~ **District Administrator (X) Building Principal** _____ shall meet with the affected parents to discuss their scope of participation in the programs and events of the District.

Unpaid volunteer aides may be used throughout the school system for:

- A. **(X)** one (1) day resource service projects such as a lecture, a demonstration, or assistance on a field trip;
- B. **(X)** short term resource service projects ~~not exceeding a _____ day period;~~
- C. **(X)** continuing service projects extending over long periods or for the entire school year such as library aides, teacher aides, and office aides;
- D. **(X)** S.T.E.P. Program _____ ~~[other].~~

Procedures to be Followed

- A. ~~() Volunteers for one (1) day and short term resource service projects may be contacted and scheduled by the individual school or department desiring the service without involving the District Office in the arrangements and without any special conditions.~~
- B. ~~() Volunteers for continuing projects are required to complete Form 8120 F1.~~
- C. **(X)** Volunteers will be required to submit to a criminal history background check in accordance with the procedures in AG 4121.
- D. **(X)** All volunteers shall be under the direct supervision of the school or department administrator and/or the teacher to whom they are assigned. They may not be used in an administrative or supervisory capacity.
- E. ~~(X)~~ Volunteer aides may not be used to replace paid employees.



Book AG 1st Draft Clean
Section 8000 Operations
Title SCHOOL DAY
Code ag8220
Status Proposed to Policy & Human Resources Committee

8220 - **SCHOOL DAY**

A. Opening Exercises

1. Each school day and special program ~~(shall) (may)~~ begin with the Pledge of Allegiance to the Flag.
2. Only those students who have conscientious scruples against such a pledge or salute, or are children of accredited representatives of foreign governments to whom the United States extends diplomatic immunity will be excused from repeating the Pledge of Allegiance. Such students should show respect by remaining silent.
3. If a student or teacher is in the hall or office during the Pledge of Allegiance, s/he must stand and remain silent
4. Religious readings or exercises shall not be a part of opening, closing, or any other exercise for any school day.

B. Announcements

Principals may allow notices of general interest to be broadcast over the school loudspeaker at designated times in accordance with the following rules:

1. ~~(-) No announcement shall be read which has not been approved and initialed by the principal.~~
2. Announcements may be made for the following:
 - a. any school-sponsored activity;
 - b. organizations using District facilities for student activities;
 - c. nonreligious, noncommercial, nonpolitical community groups.
 - d. Notices which constitute advertising are not allowed.
 - e. No announcements, other than emergencies, are to be made during any class period.
 - f. ~~(-)~~ _____

C. Flag Display

1. The American Flag ~~(-) and the Wisconsin State Flag (is) (are)~~ to be flown at all schools on days when schools are in session.
2. The school custodian is responsible for raising and lowering the ~~(flag) (flags)~~ and for maintaining ~~(it) (them)~~ in proper condition.
3. The ~~(flag) (flags) (is) (are)~~ flown at half-staff on order of the President or the Governor. ~~(It) (They)~~ may not be flown at half- staff as a form of political or other dissent.

D. School Assemblies

The principal is responsible for the scheduling and operation of all assemblies in his/her building. Each assembly should be directly related to accomplishing one or more of the District's goals for students and should interfere as little as possible with the academic program.

E. School Closings

Whenever a school is closed due to a calamity such as hazardous weather, utility failure, and the like, all school-sponsored activities are to be considered canceled until further notice or the resumption of school except for the following: No consideration shall be given to resuming an activity for students at the _____ level(s).

1. Staff, students, and/or parents can be notified effectively and without unbudgeted costs about the necessary details related to attendance requirements, location, schedule, and conduct of the activity.
 2. The staff needed to conduct the activity properly is available and there are no unscheduled or unapproved costs to the District.
 3. Students have been informed that their participation is not required and they will not be penalized for nonparticipation.
 4. Any necessary transportation is readily available and the road conditions have been deemed to be safe ~~by the local police, sheriff's department, or the State police.~~
- F. ~~At the _____ level(s), if conditions improve later in the day, the _____ will be responsible for recommending to the District Administrator which, if any, school sponsored activities may take place. The determination is to be made using the following criteria:~~

~~If the activity has been scheduled to take place at a nondistrict location, particularly at another school district, the _____ should determine whether or not the activity is still scheduled and the weather and other conditions between the District and the location and at the location.~~

~~If the activity is to take place within the District, it can be scheduled providing the above criteria have been met. However, regardless of the location of the activity, the _____ should have determined how many of the District's students who would normally participate will not be participating and what will be the effect of their absence.~~

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Legal

Last Modified by Melanie Oppor on March 28, 2019



Book AG 1st Draft Clean
Section 8000 Operations
Title PUBLIC RECORDS
Code ag8310A
Status Proposed to Policy & Human Resources Committee

8310A - PUBLIC RECORDS

The District shall allow persons to have access to public records of the District in accordance with this guideline, which is intended to conform with the Wisconsin Public Records Law. To the extent that this guideline is ambiguous or conflicts with applicable law, the law shall govern.

District Records Officer

The District Administrator, or in his/her absence, the Business Manager, are designated as the District Records Officer ("DRO") and shall be the legal custodians of records for the District. The DRO shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records. The DRO may deny access to records only in accordance with the law. The DRO is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

Requests for Public Records

Public records of the District will be made available for inspection at the District office during normal, regular business hours upon request. No original public records of the District shall be removed from the possession of the DRO. The DRO shall be responsible for administering the District's Public Records Policy including, but not limited to, designating where, when and how the public records of the District may be inspected and copied.

Requests for records of the District may be submitted orally or in writing to the DRO. It is not necessary that any person requesting access to the public records of the District identify himself/herself in order to obtain a record, nor need any person requesting access to the public records of the District state any reason for his/her request.

Any request for a public record must reasonably describe the record or information sought. If the DRO cannot reasonably determine what records or information are being requested, the request shall be denied and the reason for the denial shall be stated. Any denial of a written request must be in writing and any denial of an oral request may be given orally or in writing.

General Procedures for Release, Inspection and/or Reproduction of Public Records

The DRO will respond to a public records request as soon as practicable and without delay. If a written request is denied, it will be denied in writing and contain a statement of all of the reasons for denying the request. The denial must also notify the requester of his/her right to have the determination reviewed by mandamus or upon application to the attorney general or a district attorney.

If any records of the District are requested that are necessary for the day-to-day operation of the District, then the DRO may arrange for the records to be inspected after normal working hours.

If the DRO determines that portions of any records requested contain information that should not be released, the custodian will redact portions or remove material not to be released and thereafter release the balance of the document. The DRO shall inform the requestor of the nature of the material or portions withheld and the authority under which access has been denied.

The DRO will refer any requests for electronically stored records of the District to the individual in charge of the equipment involved to determine the estimated cost to locate the requested records and to reproduce them to fulfill the request.

Time and Location to Review Records

Public records may be inspected, copied, and/or abstracted at the District Office's office during the following established District Office hours: 8:30 a.m. to 4:30 p.m.

Step-by-Step Procedure for Review and Release of Personnel Records

A. Step 1

Determine that Request is For a "Record" that the District maintains.

"Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority.

"Record" does not include the following:

1. Drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator or in the name of a person for whom the originator is working;
2. Materials which are purely the personal property of the custodian and have no relation to his/her office;
3. Materials to which access is limited by copyright, patent, or bequest;
4. Published materials that are available for sale or which are available for inspection at a public library.

The District need not create a record that does not exist, such as a compilation of data or statistics that the District has not compiled but for which the raw data is in the possession of the District. If no record exists, then the DRO shall inform the requestor. **STOP:**

If the request relates to a "record" of the District that it is in possession of, the DRO must continue to Step 2.

B. Step 2

Determine if the "Record" is exempt from disclosure under any applicable statutory basis. Such basis include:

1. Student records; Refer to Policy 8330;
2. Privileged communications, such as communications to District personnel from District legal counsel;
3. Identities for applicants of certain positions that are not final candidates;
4. Certain employee personnel records;
5. Personal financial identifying information;
6. Purely personal content of employee e-mail communications;
7. Any record exempt from disclosure under any provision of Wisconsin or Federal law.

Upon receipt of a public records request for employee personnel records, determine whether the personnel records being sought are of an "employee" or of someone in a "local public office".

"Employee" means any individual who is employed by the District, other than an individual holding local public office or any individual who is employed by an employer other than an authority.

"Local public office" has the meaning given in s. 19.42 (7w), and also includes any appointive office or position of a local governmental unit in which an individual serves as the head of a department, agency, or division of the local governmental unit, but does not include any office or position filled by a municipal employee, as defined in s. 111.70(1)(i).

Option 1: If the request is for personnel records regarding an "employee", skip to **Step 6**.

Option 2: If the request is for personnel records regarding someone in "**local public office**", go to **Step 3**.

~~**Option 3:** If the request is not statutorily exempt from disclosure and does not relate to employee personnel records, the DRO shall determine whether release of the records would result in harm to the public interest that outweighs the legislative policy recognizing the public interest in being informed about the affairs of government. If not, the records shall be released, if yes, then the request shall be denied.~~

C. Step 3

Determine if the request is for a local public official's personnel records that may not be released either in whole or in part.

Records of a person in local public office that may not be released in whole are those that contain information maintained,

prepared, or provided by the school district concerning:

1. Home address;
2. Home electronic mail address;
3. Home telephone number;
4. Social security number;
5. Content of purely personal email communications that are not part of an investigatory file;
6. Genetic information.

This does not apply if the individual authorizes the authority to provide access to such information.

This does not apply to the home address of an individual who holds an elective public office or to the home address of an individual who, as a condition of employment, is required to reside in a specified location.

Option 1: If the requested records are not precluded from release, go to **Step 4**.

Option 2: If the records are precluded from release, deny the request in writing citing reasons for denial and following denial process. **STOP.**

D. Step 4

Conduct the balancing test for local public official personnel records requested.

Conduct a balancing test to determine if release of the records would result in harm to the public interest such that it outweighs the legislative policy recognizing the public interest in being informed about the affairs of government.

Also, determine if there are statutory or common law reasons to deny access to the requested records. If so, the DRO may deny the request in accordance with the requirements of the Public Records Law by stating every statutory and/or common law principle upon which the decision is based.

Option 1: If the DRO decision is to release the requested records, go to **Step 5**.

Option 2: If the DRO decision is not to release the requested records, deny the request in writing citing reasons for denial and following denial process. **STOP.**

E. Step 5

Notification of local public official of impending release.

Provide the local public official with notice that satisfies the requirements of the Public Records law within three (3) business days of the decision to release. The notice must be either personally served (document this) or sent certified mail with a return receipt requested (to confirm date of receipt).

Upon receipt of the notification, the local public office holder has five (5) business days to "augment the record to be released with written comments and documentation selected by the record subject."

Five (5) business days after receipt of the notice by the local public official, release the records in accordance with the public records process, including any augmented records such as comments or documentation by the local public official. If any portion of the record is exempt from disclosure the DRO must perform the necessary redactions. **This completes the process for release of records regarding local public office holders.**

F. Step 6

Determine if the request is for employee records that may not be released.

Records of an employee that may not be released are the following:

1. Information maintained, prepared, or provided by the District concerning:
 - a. Home address

- b. Home electronic mail address
- c. Home telephone number
- d. Social security number of an employee
- e. Genetic information

(Note: This does not apply if the employee authorizes the District to provide access to such information.)

2. Information relating to the current investigation of a possible criminal offense or possible misconduct connected with employment by an employee prior to disposition of the investigation.
3. Information pertaining to an employee's employment examination, except an examination score if access to that score is not otherwise prohibited.
4. Information relating to one or more specific employees that is used by an authority or by the employer of the employees for:
 - a. Staff management planning, including performance evaluation, judgments, or recommendations concerning future salary adjustments or other wage treatments;
 - b. Management bonus plans;
 - c. Promotions;
 - d. Job assignments;
 - e. Letters of reference, or other comments of reference, or other comments or ratings relating to employees.
5. Content of purely personal e-mail communications that are not part of an investigatory file.

Option 1- If the requested records are not precluded from release, go to **Step 7**.

Option 2- If the records are precluded from release, deny the request in writing citing reasons for denial and following denial process. **STOP-**

G. Step 7

Conduct the balancing test for employee personnel records requested.

Conduct a balancing test to determine if release of the records would result in harm to the public interest that outweighs the legislative policy recognizing the public interest in being informed about the affairs of government.

Option 1- If the DRO decision is to release the requested records go to **Step 8**.

Option 2- If the DRO decision is not to release the requested records, deny the request in writing citing reasons for denial and following denial process. **STOP-**

H. Step 8

Determine if the subject of the records is entitled to notice regarding the request. The DRO must provide notice to the subject if the request calls for the release of the following documents:

1. A record containing information relating to an employee that is created or kept by the authority and that is the result of an investigation into a disciplinary matter involving the employee or possible employment-related violation by the employee of a statute, ordinance, rule, regulation, or policy of the employee's employer.
2. A record obtained by the authority through a subpoena or search warrant.
3. A record prepared by an employer other than an authority, if that record contains information relating to an employee of that employer, unless the employee authorizes the authority to provide access to that information.

This does not apply to a school district who provides access to a record pertaining to an employee to the employee who is the subject of the record or to his/her representative to the extent required under Sec. 103.13 Wis. Stats. or to a recognized or certified collective bargaining representative to the extent required to fulfill a duty to bargain or pursuant to a collective bargaining agreement under Ch. 111.

This does not apply to releases to the Equal Rights Division or the Personnel Commission for discrimination claim investigation

purposes.

Option 1: If the DRO determines that the requested records do not fall into one (1) of the categories above, no notice to the employee is required. The records may be released in accordance with the normal public records process. ~~STOP.~~

Option 2: If the DRO determines that the requested records do fall into one (1) of the categories above, go to **Step 9.**

I. Step 9

Notice to employees that are the subject of a records request.

Provide the employee with a notice that satisfies the requirements of the Public Records law within three (3) business days of the decision to release. This notification must be either personally served (document this) or sent certified mail with a return receipt requested (to confirm date of receipt).

Twelve (12) business days after sending of the notice to the employee, the District may release the records in accordance with the normal public records process, UNLESS the employee provided the District with written notification within five (5) business days of receipt of the notice of his/her intent to seek a court order restraining the District from releasing the record. If the employee provides the District with timely written notice, the DRO should not release the records. In addition, records may not be released during pendency of any legal action, including any appeals.

The employee has ten (10) business days after receipt of the notice to commence legal action seeking a court order restraining the District from releasing the records.

Fees and Costs

Individuals may receive a reproduction of a public record of the District. Individuals will be informed in advance of the fees and costs of locating and reproducing public records. Fees and costs for responding to a public record request shall be as follows:

A. Costs of Locating Documents

There will be no fee imposed upon any person who requests a record if the costs of locating that record does not exceed \$50.00.

Some of the records of the District are in off-site storage, archived, not on- line on the District's computer or otherwise not immediately available. In those cases where it appears that the costs of locating a record will exceed \$50.00, the legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

The District will determine the costs of locating a record by using the hourly rate of employees involved in attempting to locate the record. The DRO shall determine this charge based upon the employee's salary and fringe benefits. The requester shall be charged for each quarter-hour of time or portion thereof.

B. Reproduction Expenses

1. Costs of reproducing records where equipment is available:

a. The per page costs for reproduction as established per the district's copier lease will be \$ _____.

b. The actual costs to the District or the tapes or other medium used for reproduction shall also be paid by the person making the request.

2. Costs of reproducing where equipment is not available within the District.

3. If equipment necessary for any reproduction is not available within the District, then the District will rent whatever equipment is necessary to perform the function and will require the person to make payment in advance before proceeding.

4. The actual cost to the District of the equipment used for reproduction shall be paid by the person making the request.

C. Disputes

The DRO shall report any disputes that arise under this fee schedule to the Board.

D. Payment of Fees

1. The DRO may require the payment of fees and costs provided herein in advance if the total estimated cost exceeds \$50.00. In any case in which payment is required, the District will maintain a record of actual expenses incurred in

fulfilling the request, including staff time, reproduction costs, or other expenses described herein. If advance payment is made based on an estimated cost, the District will either invoice the requestor for the balance due based on actual cost or refund any overpayment.

2. The DRO may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

Notice

The District will display in a prominent location in each school building and office a Public Records Notice conforming to the Public Records Law.

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Legal 19.21, et seq., Wis. Stat.
 29 C.F.R. Part 1635
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Melanie Oppor on March 3, 2019



Book AG 1st Draft Clean
Section 8000 Operations
Title LITIGATION HOLD PROCEDURE
Code ag8315
Status Proposed to Policy & Human Resources Committee

8315 - LITIGATION HOLD PROCEDURE

Any Board member or employee who receives specific information and/or written notification regarding one of the following instances shall immediately provide that information and/or written notification to the District Administrator who will inform the full Board of:

- A. An individual, parent or student intends to appeal a student discipline to State court;
- B. Litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. The Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. An employee, labor union or other person intends to file a claim against the Board, its member, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission;
- E. An administrative agency, such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission, intends to investigate a claim against the Board, its members, employees or agents;
- F. A third party requests that a Board member or employee maintain information that could be at issue in litigation or potential litigation against that third party;
- G. The District Administrator recommends the termination of an employee to the Board pursuant to a labor contract;
- H. The Board is exploring, contemplating or initiating litigation.

Upon receipt, the District Administrator shall review the specific information and/or written notification to determine whether Policy 8315 - Information Management - applies. If it does, the District Administrator shall initiate a Litigation Hold applicable to all relevant information. The District Administrator also will (**X**) **notify the Board** (~~- direct the Board's legal counsel to notify the Board of the scope of and reason for implementation of the Litigation Hold.~~

To initiate a "Litigation Hold," the District Administrator or designee shall immediately notify the School District Records Commission to suspend all records disposal procedures until the matter under the "Litigation Hold" is fully defined and information falling under the "Litigation Hold" identified. The notification to the School District Records Commission shall be documented.

A "Litigation Hold" is a procedure that identifies and preserves information relevant to a matter by identifying individuals in possession or custody of paper documents, electronically stored information ("ESI") and electronic media storing ESI, and informing them of their obligation to preserve such information outside the "Records Retention Schedule" in AG 8310A. Third parties with control or custody of paper documents, ESI or electronic media storing ESI also are notified of the "Litigation Hold" and requested to preserve that information until notified otherwise. All information covered by a "Litigation Hold" must be prospectively preserved and cannot be disposed of under the "Records Retention and Disposal" requirements of AG 8310E until the "Litigation Hold" is removed.

Definitions

"Information" includes all paper documents and ESI.

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic Media" includes, but is not limited to, hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump discs/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the following locations: networks and servers; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" – including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; or video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that Board member or employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

ESI Team

The District Administrator ~~(X-)~~ ~~may (-) will~~ utilize an Electronically Stored Information Team ("ESI Team") to implement a "Litigation Hold." The ESI Team shall be responsible for recommending to the District Administrator actions necessary to implement the "Litigation Hold" and for any other action(s) designated to it by the District Administrator. The ESI Team shall be comprised of the District Record Custodian, the primary District Information Technology administrator, a District Operations Administrator, and any other individual the District Administrator designates. If the District is utilizing an attorney to handle the matter that is the cause of the "Litigation Hold," the attorney will also be a member of the ESI Team or attend key ESI Team meetings as directed by the District Administrator. The ESI Team shall document any meetings held and recommended actions.

~~CHOOSE EITHER OPTION #1 OR OPTION #2~~ ~~OPTION #1~~

~~Choose Option #1 if the Board elected "the District Administrator MAY utilize an ESI Team"~~

~~[X]~~ The District Administrator or designee, or the ESI Team (if the District Administrator determines to utilize one), will (a) define the matter under the "Litigation Hold"; (b) identify information falling under the "Litigation Hold"; (c) identify all individuals and third party entities who have custody of documents, ESI or electronic media containing ESI regarding the matter under the "Litigation Hold"; and (d) identify all individuals responsible for records disposal under AG 8310E – "Records Retention and Disposal". If the ESI Team completed the above actions, it will report the above information to the District Administrator. The District Administrator or designee will notify all identified individuals, third party entities and the School District Records Commission of the "Litigation Hold" and their responsibility to preserve all information regarding the "Litigation Hold" matter in their custody or control in a readily accessible form. After distribution of the "Litigation Hold" notifications, the ESI Team (if one is used) or the District Administrator or designee shall be responsible for regularly verifying that all documents, ESI and electronic media containing ESI regarding the "Litigation Hold" matter are properly preserved. The ESI Team (if one is used) or the District Administrator or designee will review the "Litigation Hold" as necessary, and at least on a quarterly basis, the District Administrator or designee will reissue the Litigation Hold notice to the affected individuals and third party entities to remind them of their ongoing duty to properly preserve all information covered by the "Litigation Hold." The District Administrator or designee, in conjunction with the ESI Team (if one is used), will document all steps taken to implement the "Litigation Hold."

~~{END OF OPTION #1}~~ ~~OPTION #2~~

~~Choose Option #2 if the Board chose "the District Administrator WILL utilize an ESI Team"~~

~~[-]~~ The ESI Team will (a) define the matter under the "Litigation Hold"; (b) identify information falling under the "Litigation Hold"; (c) identify all individuals and third party entities who have custody of documents, ESI or electronic media containing ESI regarding the matter under the "Litigation Hold"; and (d) identify all individuals responsible for records disposal under AG 8310E – "Records Retention and Disposal". The ESI Team will report the above information to the District Administrator. The District Administrator or designee will notify all identified individuals, third party entities and the School District Records Commission of the "Litigation Hold" and their responsibility to preserve all information regarding the "Litigation Hold" matter in their custody or control in a readily accessible form. After distribution of the "Litigation Hold" notifications, the ESI Team shall be responsible for regularly verifying that all documents, ESI and electronic media containing ESI regarding the "Litigation Hold" matter are properly preserved. The ESI Team will review the "Litigation Hold" as necessary, and at least on a quarterly basis, the District Administrator or designee will reissue the "Litigation Hold" notice to affected individuals and third party entities to remind them of their ongoing duty to properly preserve all information covered by the "Litigation Hold". The ESI Team, in conjunction with the District Administrator or designee, will document all steps taken to implement the "Litigation Hold".

~~{END OF OPTION #2}~~

A "Litigation Hold" shall remain in place until removed by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. The District Administrator or designee shall notify the School District Records Commission and all individuals and third party entities notified of a "Litigation Hold" when the "Litigation Hold" for a matter is removed.

This administrative guideline, along with Policy 8315, shall be posted and distributed in a manner that places all Board members and employees on notice of their responsibilities under Policy 8315 - "Information Management" – and this administrative guideline.

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Legal

F.R.C.P. 34, 37(f)

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Book AG 1st Draft Clean
Section 8000 Operations
Title PERSONNEL RECORDS
Code ag8320
Status Proposed to Policy & Human Resources Committee

8320 - PERSONNEL RECORDS

Maintaining accurate personnel records is critical to effective human resource management and to the District satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the District has developed the following administrative guideline relating to personnel records.

Location and Maintenance – Personnel File, Payroll File, I-9 File, and Medical File

The District Records Officer (DRO) will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations. Supervisors and other administrators should forward all personnel records, I-9 records, payroll records, and medical records to the DRO to ensure that they are properly filed and maintained. Supervisors and other administrators should not maintain files containing an employee's personnel records, payroll records, I-9 records, or medical records. Further, neither the Board nor any individual employed by the Board shall access an employee's personnel records except for legitimate business purposes. Any individual who reviews personnel records will sign and date a log, which shall be kept in a secure location.

Personnel File Records

An employee's personnel file will contain the following records (if applicable):

- A. Completed employment records
- B. Offer letter
- C. Acceptance letter
- D. Emergency contact information
- E. Written requests to review the personnel file
- F. Letters of commendation
- G. Academic or other achievement records
- H. Training records
- I. Records relating to final disciplinary actions (e.g., written warning for excessive absenteeism)
- J. Leave request forms and supporting documentation; provided, however, that all such documents should have all medical information removed
- K. Written requests to review the personnel file
- L. Grade transcript(s)
- M. Current name, address, and telephone number
- N. An accurate record of work experience

- O. Proof of fulfillment of requirements for change in salary classification
- P. Current information pertaining to certificates required by the State
- Q. Record of assignments
- R. Proof of discharge from military service
- S. Rate of compensation
- T. Completed evaluations
- U. Special awards or distinctions
- V. ~~Other~~ _____

Payroll File Records

An employee's payroll file will contain the following records (if applicable):

- A. W-4 forms
- B. Direct deposit authorization
- C. Consent to payroll deductions
- D. Beneficiary designation forms
- E. Retirement registration
- F. Life and disability insurance forms, without medical information
- G. Completed annuity forms
- H. ~~Other~~ _____

Medical File Records

An employee's medical file will contain the following records (if applicable):

- A. Medical records, notes, or other documents containing medical information including, but not limited to, records containing physical limitations.
- B. Medical records relating to leaves of absence for medical reasons, including, but not limited to, Family and Medical Leave Act leave and sick leave, (e.g., medical certification forms, requests for leave, and fitness for duty statements).
- C. Workers' compensation records and supporting documentation including, without limitation, physician notes relating to an employee's ability to return-to-work and an employee's physical limitations.
- D. All occupational exposure and medical records that the District is required to maintain under the Occupational Safety and Health Act.
- E. Requests to review the medical file.

I-9 File Records

The I-9 file will contain records required by the Immigration Reform and Control Act of 1986 including, but not limited to, the form I-9 and supporting documentation.

Other Personnel Records

The District will maintain the following personnel records (if applicable) in separate, secure files:

- A. Criminal conviction history requests and reports
- B. Employee assistance program records
- C. Employee relations complaints including, for example, discrimination complaints
- D. Investigative and deliberative records relating to employee relations matters

E. Privileged and confidential communications including, but not limited to, attorney-client communications

Third-Party Access to Personnel Records – Confidentiality

It is the District's policy to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practicable in keeping with the District's interest. Information in an employee's personnel file, medical file, I-9 file, and all other employment-related files will not be disclosed to any third party without an employee's written consent, except to meet the legitimate business needs of the District or as required by law (e.g., subpoena or public record request).

Access to Personnel Documents, Employee and Designated Representative

A. Covered Documents

Upon the written request of an employee or former employee (the "employee"), the District shall permit the employee to inspect any personnel documents which are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. Provided, however, that the employee has no right to inspect the following:

1. Records relating to the investigation of possible criminal offenses committed by that employee
2. Letters of reference for that employee
3. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document
4. Materials used by the District for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments, or other comments or ratings used for the District's planning purposes
5. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy
6. Records relevant to any other pending claim between the District and the employee which may be discovered in a judicial proceeding
7. Medical records that the District believes would have a detrimental effect on the employee

In this instance, the District may release the medical records to the employee's physician or through a physician designated by the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family.

B. Request and Review Procedure

The District shall grant at least two (2) requests by an employee in a calendar year, ~~unless otherwise provided in a collective bargaining agreement,~~ to inspect the employee's records as provided in this guideline.

The District shall provide the employee with the opportunity to inspect the employee's records within seven (7) working days after the employee makes the request for inspection. The inspection shall take place at a location reasonably near the employee's place of employment and during normal working hours. If the inspection during normal working hours would require an employee to take time off from work, the District may provide some other reasonable time for the inspection. In any case, the District may allow the inspection to take place at a time other than working hours or at a place other than where the records are maintained if that time or place would be more convenient for the employee. The records will be reviewed in the presence of the DRO or a designee.

The employee shall not make any alterations or additions to the record nor remove any material from the record. A copy of the employee's request to review personnel records shall be filed in the employee's personnel file.

C. Designated Representative

An employee may designate a representative to inspect the employee's personnel records. The designation shall be in writing. The District shall allow such a designated representative to inspect that employee's personnel records in the same manner as the employee is permitted to inspect them under this guideline.

D. Copy Charges

~~(-) The District will charge employees who wish to copy or receive a copy of records at a reasonable fee for providing copies, which may not exceed the actual cost or reproduction.~~



Book AG 1st Draft Clean
Section 8000 Operations
Title RECEIPT OF LEGAL DOCUMENTS
Code ag8325
Status Proposed to Policy & Human Resources Committee

8325 - RECEIPT OF LEGAL DOCUMENTS

All legal documents, such as Notices of Claim, Information Subpoenas, Wage Attachments, or other documents served against the District, should be received and processed with extreme care and immediate attention. The manner in which legal documents are to be handled and processed is described below.

Legal documents shall be delivered to the District Administrator or designee and recorded.

District personnel receiving legal documents should note, in writing, the following information regarding delivery of the documents:

manner of delivery - in person, by certified mail, other

time and date of delivery

name of receiving party

other pertinent information regarding the delivery, such as condition

District personnel shall transmit all legal documents to the District Administrator.

The District Administrator shall forward copies of legal documents to the appropriate insurance or legal advisor.

Duplicates shall be filed in the District office.

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Book	AG 1st Draft Clean
Section	8000 Operations
Title	STUDENT RECORDS
Code	ag8330
Status	Proposed to Policy & Human Resources Committee

8330 - STUDENT RECORDS

Student records shall be maintained in accordance with Board of Education Policy 8330 and State/Federal laws and regulations.

The student record is the legal record for each student who is or has attended schools within the District. All information contained in the student record must be factual, verifiable, and of a constructive nature. The Board shall collect, maintain, and use only information necessary for legally mandated functions.

Education Records, as defined in 34 C.F.R. 99.3 (Family Educational Rights and Privacy Act), means those records, files, documents and other materials that are: 1) directly related to a student; and 2) maintained by Board or by a party acting for the Board. "Record" means any information recorded in any way, including, but not limited to: handwriting; print; computer media; tape; film; microfilm and microfiche.

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

Definitions

- A. "Record" means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics.
- B. "Student records" include all records relating to an individual student, regardless of format, other than: 1) notes or records maintained for personal use by teachers or other personnel required to hold certification by the Department, provided those notes or records are not available to others; 2) records necessary for and available only to persons involved in the psychological treatment of a student; and 3) law enforcement unit records. The District is required, however, to maintain the confidentiality of law enforcement unit records in the same manner as a law enforcement agency is required to treat the records of juveniles under Section 938.396(1) to (1x) and (5).
- C. "Progress records" are student records that include a statement of courses taken by the student, the student's grades, the student's immunization records, the student's attendance record, any lead screening records required under 254.162, Wis. Stats. and records of the student's extra-curricular activities.
- D. "Behavioral records" include student record other than progress records and directory data. Examples include: standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than his/her immunization records, and law enforcement records.
- E. "Student physical health records" include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision, or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

F. "Law enforcement unit" means any individual, office, department, division, or other component of a School District that is authorized or designated by the school board to do any of the following:

1. Enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance, against any person other than the school district.
2. Maintain the physical security and safety of a public school.

G. "Law enforcement unit records" means records maintained by a law enforcement unit that were created by that law enforcement unit for the purpose of law enforcement.

H. "Court records" include those records received from a court clerk concerning a juvenile enrolled in the District who: 1) has had a petition filed with the court alleging that s/he has committed a delinquent act that would be a felony if committed by an adult; 2) has been adjudged delinquent; 3) has school attendance as a condition of his/her court dispositional order; or 4) has been found to have committed a delinquent act, at the request of or for the benefit of a criminal gang, that would be a felony if committed by an adult and has been adjudged delinquent on that basis.

I. "Student patient records" include all those records relating to a student's physical health except those included in the "student physical health records" definition above.

J. "Directory Information" includes those student records which identify a student's:

1. name;
2. ~~address;~~
3. ~~telephone number;~~
4. ~~date of and place of birth;~~
5. ~~major field of study;~~
6. participation in officially recognized activities and sports;
7. height and weight if a members of an athletic team;
8. ~~dates of attendance;~~
9. date of graduation;
10. photographs;
11. ~~name of school most recently previously attended; and~~
12. degrees or awards received.

[NOTE: Categories selected above must correspond to choices made in Policy 8330—Student Records.]

Directory information may also include a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).

K. "Law enforcement officers' records" includes those records and other information obtained from a law enforcement agency relating to: 1) the use, possession, or distribution of alcohol or a controlled substance by a student enrolled in the District; 2) the illegal possession of a dangerous weapon by a child; 3) an act for which a District student was taken into custody based on the law enforcement officer's belief that the student violated or was violating certain specified laws; and 4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or on the request of the District Administrator or designee, subject to the agency's official policy. Once the record information is received, the student named in the records and the parent of any minor student named in the records shall be notified on the information.

The term, Education Records, does not include:

A. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto that are:

1. Kept in the sole possession of the maker thereof; and

2. Used only as a personal memory aid; and
3. Not accessible or revealed to any other person except a temporary substitute for the maker of the record;

For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.

B. Records maintained by a law enforcement unit (e.g., School Resource Officer) of the School District that were created by that law enforcement unit for the purpose of law enforcement;

C. Records relating to an individual who is employed by the Board, that:

1. Are made and maintained in the normal course of business;
2. Relate exclusively to the individual in that individual's capacity as an employee; and
3. Are not available for use for any other purpose;

Records, however, relating to an individual at the District who is employed as a result of his/her status as a student are education records.

D. Records on a student who is eighteen (18) years of age or older, that are:

1. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity, or assisting in a paraprofessional capacity; and
2. Made, maintained, or used only in connection with treatment of the student; and
3. Disclosed only to individuals providing the treatment (except, that the records can be personally reviewed by a physician or other appropriate professional of the student's choice). For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the educational agency or institution;

E. Records created or received by the Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student (e.g. information pertaining to the accomplishments of alumni);

F. Grades on peer-graded papers before they are collected and recorded by a teacher.

The District maintains or may establish video surveillance for security reasons at various areas around its facilities and on its buses. Video recordings that show students may constitute a student record, under certain circumstances. This is generally where the record is maintained to document student conduct or misconduct, unless it is maintained for law enforcement purposes as described above. Generally video taken of athletic events or other student performances that are open to the public will not be considered student records. The District Administrator or designee will determine whether the video constitutes a student record prior to the release of any video surveillance containing students, other than to authorized individuals.

The student's school record shall contain the following information that shall be retained permanently or for one hundred years:

- A. Name, address and telephone listing of parent (~~see Form 8330 F1~~)
- B. Enrollment data to include validated birth record, proof of residency, immunization records, and social security number or computer number
- C. Attendance records
- D. Grades and/or transcripts
- E. Standardized and/or mandated achievement test data, including proficiency/achievement test records that include the date each student meets the proficient level for the test administered; and
- F. Date of graduation and/or transfer or withdrawal

The student's education records shall contain, if applicable to the individual, the following information, to be retained for a period not less than two (2) years beyond the date of high school graduation:

- A. Health and medical information; emergency medical authorization forms may be destroyed upon the annual receipt of the forms as required by law;

- B. Court order on parental rights and responsibilities and/or custodial or guardianship arrangements, including any court orders regulating access of a parent to school records;
- C. Awards and recognitions;
- D. Information and/or data relevant to the identification, evaluation and/or placement of students in accordance with the Individuals with Disabilities Education Act, Section 504 of the 1973 Rehabilitation Act or other applicable State laws and regulations;
- E. Reports and such other confidential information generated by professionals or agencies outside the District relevant to the student's educational program;
- F. Such other verifiable, factual and relevant information to be used in making decisions regarding the student's educational program, including disciplinary records

Disciplinary records are not to be removed from the permanent record when the student leaves the school.

- G. Disciplinary records including any suspension and expulsion action must be included in records transferred to a receiving school

Responsibility

The Custodian of Records (COR) shall be the principal who may delegate certain responsibilities to the school secretary. The COR is responsible for maintaining the confidentiality of directory information, if the parents or eligible student have so requested, and other personally identifiable information in the education records. The COR is responsible for the implementation of this Board's policies and procedures regarding confidentiality, including informing all personnel in this District who collect, maintain, use, or otherwise have access to student records of this Board's policies and procedures on confidentiality.

The District's Records Officer (DRO) shall prepare an annual notice to parents/eligible students that informs them of their rights to ~~(see Form 8330-F9)~~:

- A. Inspect and review the student's education records;
- B. Request an amendment to the records if the parent or eligible student believes the information to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. Limit the disclosure of personally-identifiable information defined as directory information within Policy 8330 or to such other disclosures not required by law;
- D. Request a hearing if the Board refuses to amend records believed by the parent or eligible student to be misleading or inaccurate and to file a complaint with the United States Department of Education if the parent/eligible student is dissatisfied with the results of the hearing;
- E. Obtain a copy of the Board's policy on student records.

The notice may be in the form of a section of the local newspaper, District's newsletter, and/or the student handbooks ~~(see Form 8330-F9)~~.

Ongoing Maintenance of Records

- A. Public Listing of Authorized Employees ~~(see Form 8330-F2)~~
 1. Each COR shall maintain a current listing of those employees and other persons, approved by the DRO, authorized to access personally-identifiable information housed at the location specified.
 2. Each COR shall post and maintain the listing for public inspection at his/her respective location.

B. Types and Location of Records

1. The DRO shall prepare a listing of the types and locations of records collected, maintained, or used by the District, and the name of the COR at each location.

The list shall be provided to parents/eligible students upon request.

2. Education records shall be stored in secured facilities and/or equipment, and shall be available only to those specified in policy or these guidelines. Reasonable and appropriate methods (including but not limited to physical and/or technological access controls) shall be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest. The COR is directed to utilize reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the District discloses personally identifiable information from education records.

C. Consent to Disclose Information (~~see Form 8330-F4 and Form 8330-F8~~)

1. Whenever there is a request for a copy of information from a student's record, the COR shall obtain written and dated consent, prior to disclosure of records, from parents/eligible students, which includes:

- a. The records that may be disclosed;
- b. The purpose for which the disclosure may be made;
- c. The party or class of parties to whom the disclosure may be made;
- d. ~~W~~Whether the parents/eligible students wish to have a copy of the records disclosed and/or, if the student is not an eligible student, whether the Board should provide that student with a copy of the disclosed record.

Signed permission should be obtained from eligible students prior to allowing their parents access to the records, provided the student is not considered a dependent under Section 152 of the Internal Revenue Code.

2. Prior consent will not be needed if:

- a. The disclosure is to school officials, including teachers, who have a legitimate educational interest (as defined by Board policy) in the information;

In order for a contractor, consultant, volunteer or other party to whom the Board has outsourced institutional services or functions to be considered a school official, the outside party must:

1. Perform an institutional service or function for which the Board would otherwise use employees;
2. Be under the direct control of the Board with respect to the use and maintenance of education records; and
3. Be subject to applicable provisions governing the use and re-disclosure of personally identifiable information from education records;

- b. The disclosure is to another school, School District, or postsecondary institution, as stated in Board policy;
- c. The disclosure is, subject to the conditions set forth in applicable Federal and/or State statutes and/or regulations, to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the United States Secretary of Education, or State and local educational authorities;
- d. The disclosure is in connections with a student's application for or receipt of financial aid; (See section below entitled: "Disclosure for Student Financial Aid");
- e. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction;

Disclosures pursuant to this paragraph are limited to circumstances when the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; the information is destroyed when no longer needed for the purposes for which the study was conducted; and the Board enters into a written agreement with the organization that contains all the content required by applicable Federal regulations.

This written agreement will include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

- f. The disclosure is to authorized representatives of the Comptroller General, the Attorney General, the Secretary of Education, or State and local authorities, and is made for the purpose of conducting an audit or evaluation of a Federal or state supported education program, or to enforce or comply with Federal requirements relating to those programs;

A written agreement between the parties is also required under this exception. Mandatory elements of this written agreement include: 1) designation of the receiving entity as an authorized representative; 2) specification of the

information to be disclosed; 3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government supported educational program or to enforce or comply with the program's legal requirements; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Pursuant to the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
- h. The disclosure is to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- i. The disclosure is to comply with a judicial order or lawfully issued subpoena;

Disclosures permitted by this paragraph may only occur after the Board makes a reasonable effort to notify the parent or eligible student of the order or subpoena, so the parent or eligible student may seek protective action, unless the disclosure is authorized by applicable Federal regulations. The Board need not notify the parent when the parent is a party to a court proceeding involving child abuse and neglect (as defined in Section 3 of the Child Abuse Prevention and Treatment Act) or dependency matters, and the order is issued in the context of that proceeding. Additionally, if the Board initiates legal action against a parent or student, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to proceed with the legal action as plaintiff. Likewise, if a parent or student initiates legal action against the Board, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to defend itself.

- j. The disclosure is in connection with an emergency; (See section below entitled: "Emergency Release");
- k. The disclosure is information the Board has designated as "directory information";
- l. The disclosure is to the parent of a student who is not an eligible student, or to the student;
- m. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, and the information was provided to the Board pursuant to that law and its implementing regulations;
- n. The disclosure concerns the juvenile justice system and its ability to serve, prior to adjudication, the student whose records are released, providing the officials to whom the records are released certify, in writing, to the District that the information will not be released to a third party, except as provided by State law, without the prior written consent of the parents;
- o. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency, or tribal organization as defined in Federal law, who has the right to access a student's case plan as determined by the agency or organization, when such agency or organization is legally responsible for the care and protection of the student provided the education records and personally identifiable information will not be unlawfully released to third parties;

The agency or organization may release the education records and personally identifiable information to an individual or entity engaged in addressing the student's education needs and authorized by the agency or organization to receive such disclosure and such disclosure is consistent with state or tribal laws applicable to protecting the confidentiality of a student's education records.

- p. The disclosure is authorized by other sections of Family Education Rights and Privacy Act (FERPA).
3. De-identified Records and Information – The District may release education records without prior consent if all personally identifiable information has been removed provided the administration (i.e., the DRO and COR) have made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

4. No person shall release to a parent of a student who is not the custodial parent or any other person any information about the school to which the student has transferred or that would enable the parent who is not the custodial parent to locate the student if the school to which the student has transferred informs this District that the student is under the care of a shelter for victims of domestic violence.

Parents: Disclosure, Inspection, Review of Records

The COR shall permit parents/eligible students, upon request, to retrieve information from and to inspect and review, records that are maintained by the District that relate to the student's education. The following conditions shall apply:

- A. At times, agencies or individuals outside the District provide the District with information necessary and relevant to the student's education. Psychological or medical information should be provided to a parent in the presence of an appropriately-licensed professional who can properly explain the information. Such information may be provided to the District only with the written consent of the parent. Upon parental request the Board will notify the parent with the date and source of any record generated outside the District so that parents may access these records through the originator.
- B. If any education record includes information on more than one (1) student, the parents/eligible student shall have the right to review and inspect only the part of the record that relates to the student, or to be informed of that specific information.
- C. The request for access to records must be honored within a reasonable period, but in no case later than forty-five (45) calendar days from receipt of the request. Requests to inspect and review education records that are collected, maintained or used by the District with respect to students with disabilities must be honored without unnecessary delay, and before any meeting regarding an individualized educational program (IEP), hearing relating to the identification, evaluation, or placement of the student, or resolution session, and in no case more than forty-five (45) calendar days after the request was made.
- D. The parents/eligible students have a right to have their representative inspect and review the records upon submission of a signed and dated written consent that:
 1. Specifies the records that may be disclosed;
 2. States the purpose of disclosure;
 3. Identifies the party or class of parties to whom the disclosure may be made.
- E. The Board shall presume that either parent has the authority to disclose, inspect, and review the student's records unless a court order indicates otherwise or unless otherwise prohibited by law.

If the parents/eligible students request an opportunity to inspect and review records, a written request is necessary.
- F. The parents/eligible students are to complete the Board's Request for Information Form 8330 F5 prior to receiving copies of any record.

The COR shall arrange a mutually-agreeable time for the review with the parents/eligible students.
- G. Subject to the limitations within the law, policy, and/or guidelines, the COR shall provide parents/eligible students with copies of any information in the student's education records and shall respond to reasonable requests for explanation and interpretation of the records. Copies of the records shall be provided for the current cost of duplication unless that fee effectively prevents the parents/eligible students from exercising the right to inspect and review the records.
- H. If the parents/eligible students request disclosure of specific information by telephone, the COR shall not disclose requested information.
- I. The District shall not destroy any education record if there is an outstanding request to inspect and review the record.
- J. Parents/Eligible students who have provided the District with signed security and release documents may access the confidential attendance and academic record information about their student through the Internet. Neither the District nor its employees will be held responsible for any privacy violation by the parent/eligible student or any unauthorized party.

Confidentiality

- A. Access to Student Progress and Behavior Records - All student progress and behavioral records maintained by the School District shall be confidential with access limited to the conditions below:
 1. Upon request, an eligible student or the parent of a minor student shall be shown and provided with a copy of the student's progress records.
 2. Upon request, an eligible student or the parent of a minor student shall be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records.

3. The judge of any court of Wisconsin or of the United States shall, upon request, be provided with a copy of all progress records of a student who is the subject of any proceeding in such court. The District shall make a reasonable effort to notify the parent or eligible student of the order in advance of compliance therewith, except as otherwise provided by law.
4. Student records shall be made available to school officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "School Official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.
 - a. If law enforcement officers' record information obtained by the District relates to a District student, the information shall be disclosed only to those employees who are required by the DPI to hold a license and to other school officials who have been determined by the Board to have a legitimate educational interest, including safety interest, in the information. It shall also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.
 - b. Court order records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school.
5. Upon the written permission of an eligible student or parent of a minor student, the school shall make available to the person named in the permission form, the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the eligible student or by the parent of a minor student in the written permission form.
6. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action and only after the moving party has made a showing to the court that the records are likely to yield such information that could not be otherwise obtained. The court may turn the records or parts thereof over to parties in the action or their attorneys if the court determines that the records or parts thereof are relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or eligible student of the subpoena in advance of disclosure except as otherwise provided by law.
7. Information required by law may be provided to the DPI or any public officer. Upon request, the Board shall provide the DPI with any student record information that relates to an audit or evaluation of a Federal or State-supported program or that is required to determine compliance with State law provisions.
8. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the Individualized Education Program (IEP) Team in accordance with State and Federal law.
9. The district board of the technical college in which the school is located, the Department of Health Services, the Department of Workforce Development, or a county department verifying eligibility for public assistance shall, upon request, be provided with the names of students who have withdrawn from the school prior to graduation.
10. Information from a student's immunization record shall be made available to State and local health officials to carry out immunization requirements.
11. Personally identifiable information from the student records of an eligible student may be disclosed to the parent of the eligible student without the written consent of the eligible student if the eligible student is a dependent of his/her parent for tax purposes (under the Federal Internal Revenue Code, 26 U.S.C. 152). This may be done unless the eligible student has informed the school, in writing, that the information may not be disclosed.

Personally identifiable information includes a biometric record, which means a "record of one or more measurable behavioral or biological characteristics" that can be used to identify a student. (e.g., fingerprints, retinal scans, voiceprints, DNA sequence, and handwriting).

12. A student's records shall be disclosed in compliance with a court order under Wisconsin's delinquency statutes after a reasonable effort has been made to notify the student's parent.

13. The District shall provide to the court, in response to a court order, the names of all persons known by the District to be dropouts and who reside within the county in which the circuit court or the municipality court is located.
14. Annually, on or before August 15th, the District shall report to the appropriate community services boards established under Sections 51.42 and 51.437 the names of students who reside in the District, who are sixteen (16) years of age or older, who are not expected to be enrolled in an educational program two (2) years from the date of the report and who may require services under Sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism, and drug abuse).
15. If school attendance is a condition of a student's dispositional order under Section 48.355(2)(b)7 or 938.358(2), the Board shall notify the county department that is responsible for supervising the student within five (5) days after any violation of the condition by the student.
16. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent shall be notified of that disclosure as soon as practicable after the disclosure.
17. A fire investigator shall be provided with a copy of a student's attendance record if the fire investigator certifies in writing that the student is under investigation for arson, that the attendance record is necessary for the investigation and that the records will be used and further disclosed only for the purpose of pursuing the investigation.
18. The District shall provide student disciplinary records necessary for purposes of student enrollment in another public or private school district in this State or any other as permitted by law. These records may include:
 - a. A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the students;
 - b. A written explanation of the reasons for the expulsion or pending disciplinary proceedings;
 - c. The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.
19. The District may disclose student records to appropriate parties, e.g. law enforcement officials, or health care workers, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
20. The District may disclose personally identifiable information from an education record to appropriate parties, including parents of eligible students, in connection with an emergency if necessary to protect the health or safety of the student or other individuals. If the District determines there is an articulable and significant threat, it may disclose the information to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
21. On request, a school board may disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under Sections 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 U.S.C. 450b (L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan.
22. The disclosure is to authorized representatives of the Comptroller General, the Attorney General, the Secretary of Education, or State and local authorities, and is made for the purpose of conducting an audit or evaluation of a Federal or State supported education program, or to enforce or comply with Federal requirements relating to those programs. A written agreement between the parties is also required under this exception. Mandatory elements of this written agreement include: 1) designation of the receiving entity as an authorized representative; 2) specification of the information to be disclosed; 3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government supported educational program or to enforce or comply with the program's legal requirements; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

(X) The District has implemented physical, technical and administrative safeguards to ensure that records sent by the District to students or their parents, or both, through e-mail are not disclosed to a third party. Notwithstanding these measures, there are risks inherent in e-mail transmissions, and the District cannot guarantee the confidentiality and security of e-mail. Accordingly, the District must obtain prior written consent from any student or parent to whom student records will be sent through e-mail. (See Form 8330 F4b). In addition, any e-mail containing educational records will contain the following nondisclosure notice: Federal Rule (34 C.F.R. 99.33) prohibits a third party (e.g., Internet Service

Provider) from making any further disclosure of this information unless expressly permitted by the prior consent of the parent or eligible student.

B. Access to Directory Data - Except as otherwise provided below, directory information may be disclosed to any person after the school has: 1) notified the parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory information with respect to each student; 2) informed such persons that they have fourteen (14) days to inform the school that all or any part of the directory information may not be released without their prior consent; and 3) has allowed fourteen (14) days for the parents, legal guardian, or guardian ad litem of any student to inform the school, in writing, that all or any part of the directory information may not be released. At the end of this fourteen (14) day period, each student's records will be appropriately marked by the records' custodian(s) to indicate directory data items, if any, the District must receive parental permission to release. This designation will remain in effect until it is modified by the written direction of the student's parent, guardian, or guardian ad litem.

1. If the District has followed the notification procedure above, and the parent, legal guardian, or guardian ad litem does not object to the direct information being released, the Board Clerk (or designee) may conduct a balancing test to weigh the public interest in disclosure versus the public interest in non-disclosure.
2. If the District has followed the notification procedure outlined above, and the parent, legal guardian, or guardian ad litem does not object to the directory information being released, the Board Clerk (or designee) shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college board.
3. If the District has followed the notification procedure outlined above, and the parent, legal guardian, or guardian ad litem does not object to the directory information being released, the Board Clerk (or designee) shall, upon request, provide any representative of any law enforcement agency, city attorney, district attorney, or cooperation counsel, county department under Sections 46.215 or 46.22 or 46.23, a court of record or municipal court with such directory information relating to any such student enrolled in the School District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.
4. If the District has followed the notification procedure outlined above, and the parent, legal guardian or guardian ad litem does not object to the directory information being released, the Board Clerk (or designee) shall, upon request, provide any military recruiter or institution of higher education with the name, address, and telephone number of the student. (Only secondary schools are required to provide this information to military recruiters or institutions of higher education.)

C. Access to Student Patient Records - All student patient records shall remain confidential. They may be released only to persons specifically designated by State or Federal law or to other persons with the informed consent of the patient or person authorized by the patient. Student patient records maintained by the District may only be released without informed consent to a District employee or agent if any of the following apply:

1. The employee or agent has responsibility for the preparation or storage of patient health records.
2. Access to patient health records is necessary to comply with a requirement in Federal or State law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome--AIDS) shall be confidential and may be disclosed only with the informed **written** consent of the test subject.

D. Disclosure of Personal Information for Purposes of Marketing or Selling Information

CHOOSE OPTION #1 OR OPTION #2 (Be sure the choice here is the same choice made on Policy 2416.)

[OPTION #1]

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

[OPTION #2]

~~The Board shall permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). For purposes of this section, "personal information" means individually identifiable information including: 1) a student or parent's first and last name; 2) a home or other physical address (including street name and the name of the city or town); 3) a telephone number; or 4) a Social Security identification number.~~

[If the Board selects SHALL, the policy must include arrangements made by the Board to protect student privacy in the event of such collection, disclosure, or use.]

The parent of a student has the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to a student. The parent must submit a written request to the building principal at least fifteen (15) calendar days before the scheduled date of the activity. The instrument will be provided within ten (10) business days of the principal receiving the request. Parents will be notified at least annually at the beginning of the school year of the specific or approximate date(s) during the school year when such activities are scheduled or expected to be scheduled.

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

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazine, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary and secondary schools;
4. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities; or
6. Student recognition programs.

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

E. Disclosure of Educational Records to a Third-Party - The District will inform in writing any third-party to whom personally identifiable information is released that, except as otherwise permitted by State or Federal law, the party is not allowed to disclose the information to others without the written consent of the student's parents or the student, provided the student is an adult.

F. Disclosure of Library Records to Parents

See Policy 2416.01 Parental Access to Library Records

G. Interagency Agreement to Disclose Student Records

Pursuant to Section 118.125, Wis. Stats., the District has entered into an interagency agreement(s) with the entities listed below to disclose student records before adjudication for the purpose of providing services to the student. Each of the entities has certified in writing that the records will not be disclosed to any other person, except as permitted by law:

1. law enforcement agency
2. ~~District attorney~~
3. ~~city attorney~~
4. corporation counsel
5. agency, as defined in 938.78(1) (i.e., the department of corrections, a licensed child welfare agency, or a county department under Secs. 46.215, 46.22, or 46.23, Wis. Stats.
6. ~~intake worker~~
7. ~~court of record~~
8. ~~municipal court~~
9. ~~private schools~~
10. ~~other school board~~
11. ~~a tribal organization under 25 U.S.C. 450b(L)~~

Maintenance of Records

- A. Except as otherwise specifically provided, all student records will be kept in one (1) file in the school building in which the student is enrolled. This file will be kept in a locked file or drawer under the control of the building principal. Law enforcement and student patient records shall be maintained separately from a student's other records.
- B. Copies of records of any student referred for a suspected disability will be maintained in the Pupil Service Office in addition to the school file. Copies of all student physical health records also will be maintained at the Pupil Services Office.
- C. Requests for access to, or copies of, student records will be referred to the building principal for action. Student records shall be released only to the extent authorized by law.
- D. A record of each request for access to and each disclosure of personally identifiable information from a student's school records shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
 - 1. The parent or eligible student
 - 2. A school official
 - 3. A party with written consent from the parent/guardian or eligible student
 - 4. A party seeking directory information
 - 5. A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed
- E. Records of students who cease to be enrolled shall be maintained as follows:
 - 1. All behavioral records will be destroyed one (1) year after the date the student graduated from or last attended the school unless the student, or his/her parent if the student is a minor, gives permission that the records be maintained for a longer period of time. Where such written permission is received, behavioral records will be destroyed after the time specified in the permission form or at the discretion of the District when they are of no further obvious use.
 - 2. Progress records will be kept five (5) years after the date the student graduated from or last attended the school, except a record of grades and attendance is to be kept permanently.
 - 3. Records of psychological testing or special education evaluations, including all individual reports, will be maintained for one (1) year after a student transfers out of the District. Upon written permission of an eligible student or the parent or legal guardian of a minor student, such records will be maintained for up to five (5) years.

Amendment of Records

- A. A parent or an eligible student who believes that the school records collected, maintained, or used are inaccurate, misleading, or otherwise in violation of the privacy rights of the student may request the District to amend the records. The District will decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request.
- B. If the District decides to refuse to amend the information in accordance with the request, it will inform the parent or eligible student of the refusal and advise him/her of the right to a hearing before the Board of Education. On request, the District shall provide an opportunity for a hearing to challenge information in school records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
- C. If, as a result of the hearing, the District decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the information accordingly and so inform the parent/guardian or eligible student in writing.
- D. If, as a result of the hearing, the District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place in the records it maintains on the student, a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District.

The District shall require that any explanation placed in the records of a student be maintained by the District as part of the records as long as the record or contested portion is maintained by the District. If the records of the student, or the contested portion, are disclosed by the District to any party, the explanation shall also be disclosed to that party.

{OPTIONAL LANGUAGE}

Procedure for Hearing to Amend Record

The District shall provide parents/eligible students with the opportunity to amend records when they believe that any of the information regarding their student is inaccurate, misleading, or violates the student's privacy.

- A. Upon receipt of a written request to amend records, the Building Principal shall ascertain the specific information that is requested to be amended and the reason for the change.

The Building Principal shall decide whether or not to amend the record.

If the Building Principal decides not to amend, the parents/eligible students shall be so informed of the decision as well as of their rights to a hearing.

- B. If the parents/eligible students request a Records Hearing, the District Administrator shall:

1. Select the Records Hearing Officer (RHO) (who may be an official of the District who does not have a direct interest in the outcome of the hearing);
2. Direct the person selected as the RHO to arrange a hearing with the parents/eligible students within ten (10) business days from the date of the hearing request or at a mutually agreed time and place.

The RHO shall inform the parents/eligible students that they shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of their choice, including an attorney, at their own expense.

The RHO is responsible for maintaining the student's record during the appeal process so that no information is lost or destroyed during the appeal process.

- C. The RHO shall conduct the hearing by:

1. Introducing the participants;
2. Reviewing the agenda for the hearing;
3. Identifying the records in question;
4. Reviewing the items for which amendment is being requested;
5. Allowing the parents/eligible students and/or their representative to present evidence related to the issues;
6. Allowing the Board's representative to present evidence related to the issues;
7. Recording the evidence presented by both parties;
8. Allowing each party a reasonable period of time to question the evidence of the other party;
9. Adjourning the hearing.

- D. No later than ten (10) business days from the conclusion of the records hearing, the RHO shall summarize and send a copy of the findings to the District Administrator (~~see Form 8330-F7~~).

- E. The District Administrator, within ten (10) business days after receiving the findings of the RHO, shall make a decision, based solely upon the evidence presented at the hearing, and send to the parents/eligible students:

1. A letter stating the decision and the justification for the decision;
2. A copy of the RHO Report;
3. Copies of the amended records, if any;
4. A notification of the right to place a statement in the record commenting on the contested information or stating why s/he disagrees with the decision.

- F. If the Board and parents/eligible students agree to the necessary amendments, the COR shall make necessary changes in the student record and send the parents/eligible students written confirmation that the changes have been made.

- G. If as a result of the hearing, the Board decides not to amend the record, the parents/eligible students have the right to place a statement in the record commenting on the contested information in the records and/or stating they disagree with the decision of

the RHO. Such a statement shall be maintained with the contested part of the records as long as the records exist and shall be disclosed as part of any record disclosure.

Emergency Release

The COR may release any personally-identifiable information (without parent's/eligible student's consent) to appropriate parties, including parents of eligible students, in connection with a health/safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Upon receipt of a request for emergency information, the COR, shall consider the totality of the circumstances pertaining to a threat to the health or safety of others. If the COR determines that an articulable and significant threat exists, s/he may release information from education records to any necessary individuals. If the COR or another school official releases personally identifiable information pursuant to this Section, s/he must record in the student's education records the basis for the decision that a health or safety emergency existed.

Transfer of Records

All student records relating to a specific student shall be transferred to another school or school district within five (5) work days upon receipt of written notice from:

- A. An eligible student, or the parent/guardian of a minor student, that the student intends to enroll in the other school or School District;
- B. The other school or School District in which the student has enrolled;
- C. A court, in the event that a student has been placed in a juvenile correctional facility or secured child caring institution.

"School" or "School District" in this section includes any secured correctional facility, secured group home, adult correctional institution, mental health institution, or center for the developmentally disabled, that provide an educational program for its residents instead of or in addition to that which is provided by public and private schools.

Transfer of student records, including disciplinary records regarding suspensions and expulsions, shall not be withheld from the school for a student's failure to pay any fees, fines, or charges imposed by this District.

Disclosure For Student Financial Aid

The COR may release, **without parents' consent**, student information regarding financial aid for which a student has applied or which a student has received, provided that personally-identifiable information from the education records of the student may be used only to:

- A. Determine the eligibility of the student for financial aid;
- B. Determine the amount of financial aid;
- C. Determine the conditions which will be imposed regarding the financial aid;
- D. Enforce the terms or conditions of the financial aid.

Disclosure For Purposes of Marketing Or Selling Information

~~CHOOSE OPTION #1 OR OPTION #2 (Be sure the choice here is the same choice made on Policy 8330)~~

~~OPTION #1~~

The School Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to other for that purpose). For purposes of this section, "personal information" means individually identifiable information including: (1) a student or parent's first and last name; (2) a home or other physical address (including street name and the name of the city or town); (3) a telephone number; or (4) a Social Security identification number.

~~[OPTION #2]~~

~~The School Board shall permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to other for that purpose). For purposes of this section, "personal information" means individually identifiable information including: (1) a student or parent's first and last name; (2) a home or other physical address (including street name and the name of the city or town); (3) a telephone number; or (4) a Social Security identification number.~~

~~[If the Board selects SHALL, the policy must include arrangements made by the Board to protect student privacy in the event of such collection, disclosure, or use.]~~

The parent of a student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. The parent must submit a written request to the building principal at least fifteen days before the scheduled date of the activity. The instrument will be provided within ten (10) business days of the principal receiving

the request. Parents will be notified at least annually at the beginning of the school year of the specific or approximate date(s) during the school year when such activities are scheduled or expected to be scheduled.

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

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

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

Safeguarding Education Records and Responding to Data Breaches

Significant challenges exist with respect to the safeguarding of education records from unauthorized access and disclosure. These challenges include inadvertent posting of students' grades or financial information on publicly available Web servers; theft or loss of laptops and other portable devices that contain education records; computer hacking; and failure to retrieve education records at termination of employment or service as a contractor, consultant or volunteer. In light of these challenges, the DRO and COR are directed to work with the District's IT Department/Staff to identify, implement and administer appropriate methods and security controls to protect education records, especially those in electronic information/data systems.

The District's IT Department/Staff is encouraged to review the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-100, "Information Security Handbook: A Guide for Managers," and NIST SP 800-53, "Recommended Security Controls for Federal Information Systems" for guidance and to use any methods or technologies they determine are reasonable to mitigate the risk of unauthorized access and disclosure taking into account the likely harm that would result. The IT Department/Staff is charged with development of appropriate responses to data breaches and other unauthorized disclosures, and said steps should include at a minimum the following:

- A. Reporting the incident to law enforcement authorities;
- B. Determining exactly what information was compromised (e.g. names, addresses, SSNs, ID numbers, grades, etc.);
- C. Taking steps to immediately retrieve data and prevent further disclosures;
- D. Identifying all affected records and students;
- E. Determining how the incident occurred, including which school officials had control of and responsibility for the information that was compromised;
- F. Determining whether the incident occurred because of a lack of monitoring or oversight;
- G. Determining whether any Board policies and/or District procedures were violated;
- H. Conducting a risk assessment and identifying appropriate physical, technological and administrative measures to prevent similar incidents in the future; and
- I. Notify students and parents that the United States Department of Education's Office of Inspector General maintains a [wWebsite](#) describing steps students may take if they suspect they are a victim of identity theft.

While notification of students is not required in all circumstances, it shall be the DRO's responsibility to determine, in conjunction with the District Administrator, whether students and/or parents will be notified of any breaches. If the decision is made not to issue a direct notice to a parent or student upon an unauthorized disclosure of education records, the DRO or COR shall nevertheless record the disclosure so the parent or student will become aware of it during an inspection of the student's education record.

Alleged Noncompliance with Federal Requirements

Eligible students or parents of minor students may file a complaint for alleged District noncompliance with requirements of the Federal Family Educational Rights and Privacy Act (FERPA) with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605 and the Protection of Pupil Rights Amendment (PPRA).

Annual Public Notice

Parents and student shall be notified annually of the following: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. This notice shall be published in the District's official newspaper within three (3) weeks of the start of the school year. It shall also be published annually in District student-parent handbooks.

For students enrolling in the District after the above notice has been given, the notice will be given to the eligible student and his/her parent at the time and place of enrollment.

Destruction and Review of Records

If a student is identified as a student with a disability under the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973, the COR shall:

- A. Maintain the student's educational records for five (5) years after termination of special education programs, services, and/or graduation; and
- B. Only destroy such educational records after notifying the parents/eligible students that the information is no longer needed to provide educational services and will be destroyed.

The personally-identifiable information on a disabled student shall be retained permanently unless the parents/eligible students request that it be destroyed as specified in these guidelines. The COR should remind them that the records may be needed by the student or the parents for Social Security benefits or other purposes (see Form 8330 F9).

It is important ~~that the address used in Form 8330 F9 be checked annually~~ to annually verify the accuracy of the address for complaints regarding the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

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115.812, 118.125, 118.127, 118.163, 938.396, Wis. Stats.
34 C.F.R. Part 99
20 U.S.C. 1232f through 1232i 20 U.S.C. 1400 et seq.
20 U.S.C. 7908
26 U.S.C. 152

Last Modified by Melanie Oppor on March 4, 2019



Book AG 1st Draft Clean
Section 8000 Operations
Title USE OF SCHOOL MAIL-DELIVERY SYSTEM
Code ag8360
Status Proposed to Policy & Human Resources Committee

8360 - USE OF SCHOOL MAIL-DELIVERY SYSTEM

In order to be in compliance with Federal postal regulations, it is necessary to establish the following guidelines regarding the use of the District's "in-house" mail-distribution system.

These items may be distributed through the system without special permission:

- (X) copies of official documents or records of the District
- (X) communications between the central office and each building and/or each administrator
- (X) communications among staff members that are directly related to an authorized curricular, extra-curricular, or incidental program or activity of the District
- (X) communications from Board-recognized outside organizations which are directly related to the District, providing the communication is related to a sponsored school activity
- (X) any incidental, District correspondence

Any staff member or student who wishes to distribute any other materials through the mail-distribution must receive permission from the

~~() District Administrator~~

(X) principal

whose decision will be based on whether or not the information is directly related to school business or a school-sponsored activity.

The Post Office does not allow use of the internal delivery system for unofficial purposes in order to avoid the payment of postage.

~~Therefore, permission will not be granted for:~~

- ~~() communications unrelated to authorized programs and activities of the District;~~
- ~~() communications from outside organizations which are not related to the District;~~
- ~~() communications from authorized employee groups and organizations;~~
- ~~() communications from nonauthorized or ad hoc employee groups or organizations;~~
- ~~() personal correspondence.~~
- ~~() _____~~

Legal

Perry Education Association vs. Perry Local Educator's Association 460 US 37, 74 L Ed 2d 794, 103 S Ct 948

Regents of the University of California vs. Public Employment Relations Board 485 US -, 99 L Ed 2d 664, 108 S Ct -

Fort Wayne Community Schools v. Fort Wayne Education Assn., 977 F 2d 358 (7th Cir. 1992)

Private Express Statutes - 18 U.S.C. 1693-1699, 39 U.S.C. 601-606

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Section 8000 Operations
Title USE OF SERVICE ANIMALS
Code ag8390
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8390 - USE OF SERVICE ANIMALS

The Board of Education shall comply with the provisions of the American with Disabilities Act (ADA), as amended, and applicable Wisconsin law regarding an individual with disability's use of a service animal.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go.

It is imperative that representatives of the Board do not ask about the nature or extent of a person's disability; however, they may make inquiries to determine whether an animal qualifies as a service animal. While the representatives of the Board cannot ask about the individual's disability, they may ask if the animal is required because of a disability and what tasks or work the animal can perform. When the work or tasks the service animal will perform is readily apparent, the representatives of the Board should not ask.

Under no circumstances should the representatives of the Board require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

~~[NOTE: The following section should be included in this AG only if the District intends to require this of any animal brought onto District property for official purposes or on a regular/recurring basis.]~~

[X] Vaccination, Licensing and/or Veterinary Requirements

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County and/or local regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

~~[END OF OPTION]~~

A. The definition of a service animal, as established by the ADA and applicable Wisconsin law is as follows:

Service animal means any dog or other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. No animal that is not properly trained may be allowed as a Service animal. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

1. The ADA has also defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

2. A service animal that meets the above definition shall be under the control of its handler (e.g., a student with a disability). A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

a. The service animal's trainer can help to develop a plan to assist the student with the dog (e.g., the student's aide might transfer the service dog's leash from a student's wheelchair to a tree during recess). Additionally, a younger student might need reminders from school staff about controlling the dog until s/he is comfortable handling the service animal at school.

b. While the student is responsible for the service animal's care, including feeding and supervision, the District should develop a plan to provide the student with the necessary time to care for the animal and designate a location for the animal's toileting needs.

3. Additionally, the Board is not responsible for the care or supervision of a service animal.

B. A service animal may be removed from the District premises if one (1) of the following exceptions apply:

1. The animal is out of control and the animal's handler does not take effective action to control it; or

2. The animal is not housebroken.

C. The ADA also provides that if a service animal is properly excluded from the premises, the Board shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

D. A representative of the Board shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his/her service animal.

E. A student who wants to bring his/her service animal to school must notify the Building Principal in writing, at least ten (10) school days prior to the date the animal will be coming to school so that the school staff can meet with the student and his/her parents to discuss any concerns and develop a plan. The plan, at a minimum, should address how school staff and other students will be educated about and introduced to the service animal, how the student will be accommodated to care for the dog, and how any issues will be resolved. The Principal should provide the student and staff with specific instructions concerning emergency evacuation plans, entry and egress points, areas where the animal may urinate/defecate, waste removal procedures, and building restrictions, if any.

1. The Principal will provide written notification to all parents of students in the affected class(es) and staff in the affected class(es) that a service animal will be coming into the school setting. The notification will request that the parents and/or staff notify the Principal if their child, or they have any known allergies, asthma, or other health condition that might be aggravated by the service animal's presence. The Principal will take appropriate action to protect any such students or staff members from exposure to the service animal.

2. Allergies and fear of dogs are not valid reasons for denying a student's or staff member's request to have a service animal at school.

3. When an individual whose health may be aggravated by the service animal's presence and an individual who uses a service animal must spend time in the same room or facility - e.g., in a school classroom or cafeteria - both individuals should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

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Book	AG 1st Draft Clean
Section	8000 Operations
Title	THREAT ASSESSMENT AND INTERVENTION
Code	ag8400A
Status	Proposed to Policy & Human Resources Committee

8400A - **THREAT ASSESSMENT AND INTERVENTION**

Recognizing that student conduct may present a danger to students and staff members, in an emergency, school officials must act promptly to minimize risk.

Building-level threat assessment teams shall be headed by the Principal and include a school counselor, Dean of Students, and school psychologist, instructional personnel, ~~and, where appropriate, the School Resource Officer~~. When logistics and staff assignments make it feasible, a Team may serve more than one (1) school. Team members shall receive training in threat assessment and intervention.

As required by Policy 8410, the following guideline outlines steps building administrators and their threat assessment teams must take when they become aware of a student-posed safety threat.

A threat is a concerning communication or behavior that suggests a person may intend to harm someone else. The threat may be spoken, written, or gestured and is considered a threat regardless of whether it is observed by or communicated directly to the target(s) of the threat. A threat may be communicated or observed electronically.

A. **Step One:** The building principal (or designee when unavailable) receives a report that a student has made a threat and/or has engaged in behaviors or communications that would indicate the student intends to harm someone. Together, except in the case of an emergency, the building administrator and the Team assess the threat level posed by the student.

1. **High Level Threat:** This is a direct, specific, plausible, and imminent threat. The threat is detailed and delineates a plausible plan of action. Examples include a student with a weapon in the building or other information indicating imminent danger on school property.
2. **Medium Level Threat:** This is a more general threat with a strong indication that the perpetrator is preparing for action. The threat may suggest a possible place and time, but is not detailed or immediate. Examples include a Facebook post announcing that the student plans to buy a gun soon and use it, or a YouTube video picturing a ranting student claiming s/he has access to weapons.
3. **Low Level Threat:** This threat is vague and indirect. The student's threatened conduct may be unrealistic or poorly thought-out. Content suggests a general, nonspecific anger towards the school, staff, or peers. Examples include a student essay describing a school shooting or a child yelling that s/he hates everyone and hopes they all die.

B. **Step Two:** After determining the level of threat, the building administrator takes immediate action. When the available information is insufficient to determine the level of threat, the administrator should err on the side of caution and consider the threat to be a high-level one.

1. **High Level Threat:**

- a. The District Administrator or building administrator alerts emergency responders (911).
- b. The District Administrator or building administrator initiates appropriate Intruder Alert protocols as per Policy 8410 – School Safety.
- c. The District Administrator or building administrator maintains communication with emergency responders and follows their directives.

- d. The District Administrator or building administrator contacts the student's parents.
- e. The District Administrator or building administrator takes immediate steps to protect students and address the student's specific plans. This can include emergency removal from school, emergency hospitalization, and law enforcement involvement.
- f. The District Administrator or building administrator takes disciplinary action, as appropriate, in accordance with Board policy and applicable conduct codes.
- g. After the threat is neutralized, the District Administrator or building administrator addresses media inquiries or alerts the designated media or public relations spokesperson.
- h. After the specific threat has been neutralized, the Team contacts the student's parent and convenes a meeting to discuss the student and the threat. At the meeting the Team requests consent for further evaluation and permission to receive or share information with outside and/or existing health care providers. If the student has not previously been identified as eligible for special education, the Team, including parent(s), considers whether it suspects a disability; if it does, the District will conduct a multi-factored evaluation in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

The District Administrator or building administrator ~~completes Form 8400A-F1 to~~ documents the incident and its response.

2. Medium Level Threat:

- a. The District Administrator or building administrator alerts emergency responders (911) and follows their directives.
- b. The District Administrator or building administrator contacts the student's parents.
- c. A mental health Team member (e.g., school psychologist, counselor) promptly meets with the student to evaluate the risk further. Topics to consider when speaking with the student include his/her: (1) motives and goals; (2) mental state; (3) plan details and consistency; (4) capacity to carry out the plan; (5) potential targets; (6) previous attempts or attack-related behaviors; (7) communications to others; (8) previous interest in violence; (9) family circumstances; (10) possible accomplices; and (11) circumstances that may affect the likelihood of an attack. The Team member should also try to ascertain whether the student has a positive relationship with any adult, especially a staff member.
- d. The District Administrator or building administrator alerts the potential targets and takes measures to secure their safety.
- e. The Team determines appropriate steps to address the student's short-term and long-term challenges. This may include recommendations concerning emergency hospitalization, intensive counseling, anti-bullying measures, and evaluations for further services.
- f. After the threat is neutralized, the District Administrator or building administrator addresses media inquiries or alerts the designated media or public relations spokesperson.
- g. After the specific threat has been neutralized, the Team contacts the student's parent and convenes a meeting to discuss the student and the threat. At the meeting the Team requests consent for further evaluation and permission to receive or share information with outside and/or existing health care providers. If the student has not previously been identified as eligible for special education, the Team, including parent(s), considers whether it suspects a disability; if it does, the District will conduct a multi-factored evaluation in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).
- h. Provided the parent agrees in writing, a mental health professional conducts a long-term risk assessment, including the child's personality traits and behaviors, as well as family, school, and social dynamics.
- i. The Team convenes with the parent(s) to review the results of the long-term risk assessment and determine whether any services are indicated.
- j. The District Administrator or building administrator takes disciplinary action, as appropriate, in accordance with Board policy and applicable conduct codes.

The Team ~~completes Form 8400AF1 to~~ documents the incident and its response.

- k. The Team implements services as indicated by the long-term assessment, and continues to closely monitor the student's behaviors.

3. Low Level Threat:

- a. A member of the Team contacts the student's parents, and convenes a meeting to discuss the student and the threat. At the meeting, the Team requests consent to evaluate and permission to receive or share information with outside and/or existing health care providers. If the student has not previously been identified as eligible for special education, the Team, including the parent(s), consider whether it suspects a disability; if it does, the District will offer to conduct a multi-factored evaluation pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).
- b. Provided the parent consents in writing, a mental health Team member (e.g., school psychologist, counselor) meets with the student to conduct an immediate threat assessment, including evaluating the student's: (1) motives and goals; (2) mental state; (3) plan details and consistency; (4) capacity to carry out the plan; (5) potential targets; (6) previous attempts or attack-related behaviors; (7) communications to others; (8) previous interest in violence; (9) family circumstances; (10) possible accomplices; and (11) circumstances that may affect the likelihood of an attack.
- c. The District Administrator or building administrator takes disciplinary action, as appropriate, in accordance with Board policy and applicable conduct codes.

The Team ~~completes Form 8400A-F1 to~~ documents the incident and its response.

- d. The mental health member conducts a long-term assessment to determine the student's long-term risk to himself/herself and others. This assessment should include the child's personality traits and behaviors, as well as family, school, and social dynamics.
- e. The Team convenes with the parent(s) to review the results of the long-term risk assessment and determine whether any services are indicated.
- f. The Team implements services as indicated by the long-term risk assessment, and continues to closely monitor the student's behaviors.

C. **Step Three:** After neutralizing the threat, the Team convenes to debrief and self-evaluate. The Team addresses areas to improve and long-term strategies, relating both to the particular situation, as well as possible future threats.

1. The Team verifies that all appropriate Level Threat procedures have been followed.
2. The Team convenes to evaluate its response and additional areas for improvement. These can include:
 - a. Improving Intruder Alter protocol policies and procedures;
 - b. Working with law enforcement to conduct and supervise drills specific to student threats;
 - c. Enhancing prevention services: red-flagging students at risk; conducting surveys; implementing hotlines; increasing counseling referrals; raising staff awareness; involving the Intervention Assistance Team;
 - d. ~~clarifying SRO roles;~~
 - e. Soliciting input from staff and students.

D. **Step Four:** After the threat is neutralized and the Team debriefs, a spokesperson or administrator meets with community members, staff, and students (as appropriate) to dispel rumors, raise awareness, and inform the community about future steps and prevention strategies.

E. **Step Five:** For students returning to school after an absence (e.g., as a result of disciplinary action, emergency removal, and/or psychiatric treatment/hospitalization), the District Administrator or building administrator will meet with the student's parent to discuss re-entry and appropriate next steps to determine the student's readiness for return to school. Parents shall be notified in writing of all expectations for re-entry, and provided with a copy of any safety plan developed by the Team. The student's teachers will be notified of any necessary supports or accommodations required from the teachers and the precautions that will be in place to provide for student and staff safety.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

At all times, Team members must comply with students' Federal and State privacy rights, as described in Policy 8330 – Student Records. As necessary and appropriate during the assessment process (i.e., in non-life threatening emergencies), Team members shall acquire written consent for release and exchange of information with mental health providers and local law enforcement agencies.

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Section 8000 Operations
Title INDOOR AIR QUALITY (IAQ): MOLD
Code ag8405
Status Proposed to Policy & Human Resources Committee

8405 - INDOOR AIR QUALITY (IAQ): MOLD

The Board of Education believes that air quality in the District’s buildings deserves the attention of all staff members who work within those buildings. This procedure provides guidance in the detection and response to conditions leading to mold growth, which can affect indoor air quality ("IAQ").

Excessive moisture levels or improperly maintained HVAC systems can lead to conditions optimum for the development of biological contaminants such as mold and fungi on indoor surfaces. When airborne, the presence of these contaminants can be harmful on contact with human respiratory tissue. Contributing factors to excessive moisture levels include, but are not limited to, the following:

- A. Roof leaks
- B. Structural defects in the building
- C. Faulty plumbing
- D. Improperly controlled humidity levels, and
- E. Faulty HVAC systems/poor ventilation

Mold

Mold spores are always present in indoor air but do not reproduce in the indoor environment unless moisture and an organic food source are present. Virtually any organic substance may meet the requirements as a food source, and may include wood, carpeting, paper products (books, stored paper, files), insulation, foodstuff, wallboard, ceiling tiles, wall paper, etc. Attention must be focused on identifying excess moisture sources which, coupled with the food source, may lead to mold development.

IAQ Coordinator

The District Administrator shall appoint an IAQ Coordinator who shall have the responsibility of investigating or causing to be investigated all complaints relating to IAQ. Results of all such investigations are to be recorded and provided to the District Administrator at least annually. These records are to include the source of the complaint, the steps taken to address the complaint, and any remediation taken, if indicate.

Moisture Control

Staff members are to immediately report any signs of excess moisture to custodial personnel. This includes plumbing leaks, wet spots on ceilings, walls, or windowsills, damp or sagging ceiling tiles, wet carpet, condensation on pipes or overflowing HVAC drip pans, moisture collecting on air vents, or musty odors, or other indications of excessive moisture within the building.

Once identified, steps shall be taken under the direction of the IAQ Coordinator to identify the moisture source and to determine a course of action for proper response, including mold remediation, if indicated. It is important that any wet or damp spots be cleaned and dried within forty-eight (48) hours and that indoor humidity levels be maintained below sixty percent (60%) relative humidity and ideally between thirty to fifty percent (30% - 50%) (USEPA) if possible.

If no maintenance staff members with the District have received specialized training in the identification and remediation of mold, then the IAQ Coordinator shall determine whether it is necessary to enlist the services of experienced professional to assist in this effort.

Hidden Mold

If building occupants are reporting health problems such as allergic responses (runny nose, eye irritation, skin rash, asthma attacks, respiratory problems, headaches) or if an area has an unexplained musty smell, it is possible that mold is present within the ceilings, walls, ductwork, under carpeting, or other areas that are not obvious without further investigation. These concerns must not be ignored, and should be reported immediately to supervisory personnel and the IAQ Coordinator.

If mold is suspected, area occupants may be removed and steps taken to identify the mold location. Personnel searching for the mold should take proper safety precautions in order to safeguard their own health and to avoid releasing additional mold spores into the air. At the direction of IAQ Coordinator, it may be necessary to enlist the services of experienced professionals and it may be advisable to notify the county health department. The area in question should not be re-occupied until the IAQ Coordinator has determined that the mold remediation has taken place and moisture sources have been identified and corrected, or that the situation does not require such remediation.

Staff Education

All staff are to be made aware of conditions necessary for mold development, and of each individual's responsibility to report any concerns relative to those conditions to their supervisor.

EPA Website

The EPA website contains valuable information regarding mold and mold remediation in public buildings. The EPA publication *Mold Remediation in Schools and Commercial Buildings* is to be available for reference in all buildings.

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8420 - EMERGENCY PROCEDURES

The primary consideration in any emergency situation must be the safety of the students and staff. At certain times, therefore, it may be necessary to ask the staff to perform "beyond the call of duty" in order to provide for the welfare of our students. In the event of an actual emergency situation, all school personnel, instructional and noninstructional, will be required to remain in the building until they are dismissed by the principal.

EVACUATION

- A. (X) When an emergency occurs, the principal shall when feasible consult with the District Administrator whether or not to evacuate the school. An announcement will then be made to inform staff and students of the emergency procedures that will be followed.
- B. (X) If a decision is made to send students home or to a preselected site (unless identification of the preselected site creates an unsafe situation for the evacuees), attempts will be made to notify parents by telephone and/or by radio or TV and the public address system will be used to inform all teachers and students.

The professional and support staff members will supervise the orderly evacuation of the building.

1. (X) If time permits, all students will go to their lockers, unlock them, take a coat if applicable, and return to class leaving lockers open.
 2. (X) The Building Principal or designee~~custodian~~ will assign and instruct the members of his/her staff to positions that allow "free-flow" of traffic on and off school property.
 3. (X) Administrators and guidance counselors will report to the school office for assignment.
 4. (X) Teachers should take class rolls, including, addresses and telephone numbers of students as well as emergency information.
 5. (X) Teachers will remain (or return) to their regular classrooms and remain with their students.
 6. (X) Clerical personnel will remain at their regular stations except in cases of reassignment by their immediate supervisor.
 7. (X) Cafeteria personnel will remain in their areas until notified otherwise~~to the contrary~~ by the main office.
- C. (X) In case of bomb threat, the ~~(fire,)~~ ~~(police,)~~ and/or ~~(sheriff's)~~ department and the Building Principal will search the building.

Above all, it is imperative that all personnel remain calm and in control throughout the emergency.

FIRE/TORNADO DRILLS

In accordance with State law, fire drills are to be conducted once each month unless inclement weather conditions prevent doing so in the discretion of the individual responsible for conducting the drills. Each principal shall prepare and distribute fire drill procedures whereby:

- A. (X) all personnel leave the building during a drill;

- B. () the plan of evacuation provides at least one (1) alternative route in case exits or stairways are blocked;
- C. () teachers, when the fire alarm sounds, caution students to walk silently and briskly from the building to a specified location, close all windows and doors of room and turn out lights, if possible, before leaving, check to make sure any individuals with disabilities ~~disabled students~~ requiring assistance are being assisted properly, and conduct roll call as soon as students are at the designated location to make sure that each student is accounted for;
- D. () a list is compiled of all individuals with disabilities ~~disabled students~~ in the building who will require assistance in exiting the building together with the assignment of a staff member or non-student volunteer in the student's classroom who will be responsible for providing necessary assistance in an appropriate manner. A person should also be designated to assist an individual with disabilities ~~disabled student~~ when the evacuation signal is given and s/he is in another area of the building such as the gym, common space ~~all-purpose room~~, or lunchroom.

The principal shall document that each fire drill was conducted ~~in a proper manner~~ and submit such documentation to the District Administrator at the end of each school year.

The District Administrator or designee ~~Business Manager~~ shall maintain a record of the fire drills conducted for at least seven (7) years. () The principal shall file an annual report with the fire department regarding such drills, stating the date and time of the drill. In the event there was any month in which no fire drill was conducted, or other required drills were conducted less than twice in a year, the report shall contain an explanation.

Tornado drills shall be conducted at least twice annually during the tornado season in accordance with AG 8420A - Severe Weather and Tornadoes.

SCHOOL SAFETY DRILLS

At least twice annually each school shall conduct a school safety drill practicing evacuation or other appropriate action in the event of a school safety incident, consistent with the school's school safety plan.

UNUSUAL SITUATIONS

The following situations are quite unlikely to occur, but in such an event, use the following procedural guidelines:

A. Student or staff member held hostage

1. () Isolate the area. ~~DO NOT make a P.A. announcement or sound the fire alarm.~~ The nearest administrator will direct teachers and monitors on duty to notify teachers in nearby classes to take their students to a previously determined area.
2. () Notify the police immediately, giving as much information as possible (e.g. number of terrorists, number of hostages, types of demands being made). Police will be in charge once they arrive.
3. () Notify the District Administrator.
4. () Develop a list of casualties, if any.

B. Intruders in building or on school property

1. () Ask them to leave.
2. () If they do not leave, remind them of trespassing law.
3. () Notify administrator in charge and the District office.
4. () Avoid any physical conflict or loud verbal altercations.

The principal or any staff member who is involved may notify police if intruders do not leave, ~~and/or call for the assistance of other members of the staff.~~

C. Unauthorized demonstrators or pickets around building before school opens

1. () Follow procedures for intruders.
2. () Attempt to enter building peaceably.
3. () Notify District office.

4. (X) Hold students on the school buses if demonstrators seem to pose a threat.
5. (X) Notify law enforcement officers

D. Demonstrators or pickets around building at dismissal (-) ~~Notify administrator in charge.~~

1. (X) Follow procedures for intruders.
2. (X) Notify administrator in charge.
3. (X) If demonstrators seem to pose a threat, hold students in class until further notice.
4. (X) Notify law enforcement officers.

E. Student Demonstrators (See AG 5540B)

1. (X) Identify the leader or leaders of the group.
2. (X) Notify the group that the administration will confer with the leader(s) but not until all other students return to class.
3. (X) Meet with leaders if students disperse and return to class.
4. (X) If students refuse to disperse, remind them of truancy regulations and the consequences of school disruption.
5. (X) With other staff, try to identify as many participants as possible and notify parents of participants asking them to come to school.
6. (X) Attempt to take pictures and/or video recording of participants.
7. (X) Attempt to keep nonparticipating students away from the demonstration area.
8. (X) Follow through on disciplinary action on students refusing to cooperate.

F. Buses not operating - students in school

1. (X) Keep all students in class.
2. (X) Summon all unassigned professional staff members for instruction.
3. (X) Dismiss students with their own cars (or bicycles) but follow Board policy regarding student passengers.
4. (X) Dismiss students within walking distance after the cars have left.
5. (X) Keep remaining students in school until parents are notified of the problem and transportation for their child arrives.
6. (X) Alert cafeteria if it appears that large numbers of students will have to remain at school for an extended period of time.

G. Major disruptions at an assembly

1. (X) Bring house lights to full on.
2. (X) If those causing the disruption are too numerous to be handled by professional staff members on duty, dismiss the assembly and instruct all present to report to next period class.
3. (X) If few in number, remove them from the assembly and take appropriate disciplinary action.
4. (X) If those causing the disruption are outsiders, follow procedure for intruders.

Legal

118.07(2), Wis. Stats.

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Section 8000 Operations
Title SEVERE WEATHER AND TORNADOES
Code ag8420A
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8420A - SEVERE WEATHER AND TORNADOES

Throughout the year the District faces the possibility of severe weather and tornadoes. Each school is to monitor a weather-alert radio for severe weather conditions and each principal or supervisor is responsible for setting up procedures for notifying their staff and students about severe conditions and maintaining proper safety.

Tornado Watch

A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. When a tornado watch is in effect, the District will continue normal activities but move recess and physical education activities indoors. Each building and department shall designate someone to be responsible for continuously monitoring the watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

Tornado Warning

A tornado warning signals that a tornado has been sighted and may be approaching. Staff shall proceed with all students to the predesignated tornado shelter areas and remain there with the students until further notice. Disabled students who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of his/her designated area unless his/her parent comes to the school and requests that the student be released. A student is to be released only to his/her parents.

Procedures

- (X) A tornado warning signal is sounded and/or an announcement on the public address system.
- (X) All groups outside the building are to return to the school and go to their designated shelter area.
- (X) Proceed to predetermined shelter areas.
 - (X) ~~Students shall line the interior hallways as quickly and safely as possible away from glass and sit with their backs to the interior wall, knees drawn tightly to their chests, face positioned between their knees, and their hands over their necks.~~ Students in wheel chairs are to remain in their chairs with the back of the chair against the interior wall.
 - (X) Students shall remain quiet to wait for instructions.
 - (X) Staff members shall remain alert for students who evidence signs of stress or panic, and when necessary, move such students to an area where they will not influence other students and remain with them until the all-clear signal is given.
 - (X) The principal shall give the all-clear signal and provide further directions.
- (X) Areas to be avoided.
 - (X) Spaces that are opposite doorways or openings into rooms that have windows in the exterior walls, and areas with large roof spaces.
 - (X) Interior locations that contain glass, such as doors, windows, display cases and the like.
 - (X) Areas where doors swing. When the storm hits, the doors are likely to swing violently.

(X) Corridor intersections (stay at least ten (10) feet away).

(X) Any corridor which has potential to become a wind tunnel.

(X) Any wall which is non load-bearing.

The principal shall document that at least twice annually, without previous warning, tornado or other hazard drills were conducted in the proper manner and submit such documentation to the District Administrator at the end of each school year.

The District Administrator or designee ~~(Business Manager)~~ shall maintain a record of the annual tornado or other hazard drills conducted for at least seven (7) years.

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118.07(2)(a) Wis. Stats.

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Title TELEPHONING OF BOMB THREATS
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8430 - TELEPHONING OF BOMB THREATS

The following guidelines may be helpful when a telephone caller announces a bomb threat.

A. Be alert to any of the following background sounds that may give a clue to the location of the caller:

radio playing, voices, sirens, construction noise, TV, whistles, traffic noise, bells

B. Ask the caller:

Where is the bomb located?

What time is it to go off?

What kind of a bomb is it?

What is your name?

Where are you calling from?

C. Make a note about speech characteristics such as:

male, female, low tone, high pitch, stutter or stammer, regional or foreign accent

D. Note impressions such as:

Does the voice sound familiar?

Does the caller sound sincere?

Does the caller seem familiar with the school?

E. Write down exactly what the caller says; ask him/her to repeat the message.

F. Try to signal someone about the nature of the conversation while you keep the caller on the line.

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Title WRITTEN HAZARD COMMUNICATION PROGRAM
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8431 - Written Hazard Communication Program

INTRODUCTION

As part of the District's overall safety and health program, the District has established this written chemical Hazard Communication Program. The Hazard Communication Program is designed to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard that includes the United Nations' Globally Harmonized System of Classification and Labeling. To the extent that the Program conflicts with the Standard, the Standard will govern.

The objective of the Hazard Communication Program is to prevent occupational injuries and illnesses related to chemical exposure by educating employees about workplace chemical hazards. The Business Manager ~~District Administrator or his/her designee~~ shall be responsible for maintaining compliance with this policy and shall serve as the "Safety Officer" referenced in this policy.

This Hazard Communication Program applies to all work areas where hazardous chemicals are known to be present both under normal conditions and in a foreseeable emergency. The safety officer has the responsibility for overall coordination of the hazard Communication Program.

This Program outlines and describes how the following information will be organized and transmitted:

- A. List of hazardous chemicals known to be present in the workplace.
- B. Information on precautionary labels and other forms of warning for known hazardous chemicals in the workplace.
- C. Safety Data Sheets (SDS's) for known hazardous chemicals in the workplace.
- D. Methods used to provide employee information and training.
- E. Methods used to inform employees of hazards of non-routine work.
- F. Methods used to inform contractor employees of any hazardous chemicals to which contractor employees may be exposed.

The Hazardous Communication Program is available for review by all employees upon request to their supervisor.

DEFINITIONS

The term "hazardous chemicals" means any chemical which is a physical hazard or health hazard.

Chemical physical hazard characteristics include substances which are:

- combustible
- compressed gases
- explosive
- flammable
- organic peroxides

- oxidizers
- pyrophoric
- unstable (reactive) or water reactive

Chemical health hazards includes substances which are:

- toxic or highly toxic
- irritants
- sensitizers
- carcinogens and those with
- target organ effect

CHEMICAL INVENTORY LIST

The safety officer has the responsibility to maintain an inventory list of known chemicals in the workplace. Any changes to the inventory list should be approved by the safety officer. The chemical inventory list is available to employees. Employees who have questions about the chemical inventory list should contact their immediate supervisor.

PRECAUTIONARY LABELING

A. Containers in the Workplace

The safety officer and building principal have the responsibility to ensure all known hazardous chemicals present in their building display a precautionary label stating:

- identity of the hazardous chemical(s)
- appropriate hazard warning(s)

In the event of an improperly labeled hazardous chemical container, a proper label will be requested, by telephone, and letter from the chemical supplier. Failure of a supplier to correct labeling deficiencies within sixty (60) days will result in suspension of use of the affected product.

All labels on incoming chemicals must not be defaced in anyway. Observation or other detection of defaced labels must be immediately reported to the building principal so appropriate labels can be applied.

B. Process Vessels

All plant process vessels which routinely store bulk chemical products shall be labeled in the following manner:

- name of contents (chemical and/or common name)
- identity of process lines served by vessel (if not obvious by machine arrangement)
- appropriate hazard warning
- National Fire Protection Association (NFPA) 704 M diamond, Hazard Identification

Where necessary, commercially available warning labels will be purchased. If no standard commercial labels are available for a specific hazardous chemical, a proper label is prepared internally. Safety Data Sheets will provide the necessary information for hazardous warnings. The building principal is responsible for assuring that process vessels are appropriately labeled.

C. Temporary Storage Tanks

Temporary storage tanks including, but not limited to, blend tanks and holding tanks used for variable process chemical formulations normally do not have permanently fixed warning labels. To ensure employees know of the vessel content, formulation batch tickets are maintained which list the name of chemicals stored in specific vessels. The hazard warning is part of the label for temporary storage tanks and is located on the batch cards, or fixed on the storage tanks as part of the label. Employee having questions about labeling should contact their immediate supervisor.

D. Portable Containers

All portable containers of hazardous chemicals require labeling. The exception to this policy is that portable containers of

hazardous chemicals do not have to be labeled if they contain chemicals transferred from a labeled container, and are intended only for the immediate use by and remain the constant control of the employee who performs the transfer. All other portable containers and usage will require labeling. Employees who have questions about portable container labeling should contact their immediate supervisor. The employee who uses the portable container is responsible for placing the label on the container, and the safety officer and building principal are responsible to see that labeling is done.

E. Piping Systems

Labeling of chemical pipes is not specifically required by the Hazard Communication standard, but employees must be aware and informed of the contents in chemical pipes. This can best be accomplished by labeling all piping used to transfer the same hazardous chemicals. The latest American National Standard Institute (ANSI) Standard (ANSI 13.1-1981), Scheme for Identification of Piping Systems, is used as a guide for location and design of pipe labels.

Employees who have questions about piping systems labels and/or content hazards, should contact their immediate supervisor.

F. Product Containers Leaving the Workplace

All hazardous chemical containers that are shipped shall be labeled and shall include the following information:

- identity of the hazardous chemicals
- appropriate hazard warning(s)
- name and address of the chemical manufacturer or other responsible party

Special information on labels, tags or other markings will be consistent with the information contained on the Safety Data Sheet and similar information suggested in the American National Standard Institute (ANSI) Precautionary Labeling Standard (Z129.1-1982). The safety officer is responsible for coordinating the labeling program for containers leaving the workplace.

G. Update and Review

The safety officer responsible for reviewing the labeling system annually and updating it if necessary, changes in the labeling system will be transmitted to affected supervisors and employees. Employees who have questions about the precautionary labeling system should contact the safety officer or building principal.

SAFETY DATA SHEETS (SDS'S)

A. SDS Format

SDS's are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors. ~~(See Form 8431 F1).~~
The format of the 16-section Safety Data Sheet should include the following sections:

1. Section 1. Identification
2. Section 2. Hazard(s) identification
3. Section 3. Composition/information on ingredients
4. Section 4. First-Aid measures
5. Section 5. Fire-fighting measures
6. Section 6. Accidental release measures
7. Section 7. Handling and storage
8. Section 8. Exposure controls/personal protection
9. Section 9. Physical and chemical properties
10. Section 10. Stability and reactivity
11. Section 11. Toxicological information
12. Section 12. Ecological information
13. Section 13. Disposal considerations

14. Section 14. Transport information

15. Section 15. Regulatory Information

16. Section 16. Other information, including date of preparation or last revision

B. Obtaining SDS's

The buyer of any chemical is responsible for obtaining a SDS for chemical. The buyer shall also notify the safety officer, Business Manager, and building principal before purchasing any new chemical. A SDS should be available for every hazardous chemical listed on the inventory list. If a SDS is not available, the Buyer will use the following procedures to obtain SDS's:

1. The supplier will be contacted by telephone and letter (~~See Form 8431-F3~~), and all correspondence and communication documented as proof of effort to comply.
2. If a supplier should not satisfy the first written request within thirty (30) days, a second written request for a SDS should be sent to the supplier and the Department of Labor will be contacted if SDS is not received within fifteen (15) days.
3. All requests to suppliers and the Department of Labor including letters and telephones calls must be documented and maintained on file.

C. Review of SDS's

The safety officer is responsible for reviewing all incoming data sheets for new and significant health/safety information. Any new information will be transmitted to building principals so appropriate measures can be taken to inform affected employees.

If deficiencies exist or additional information is need concerning SDS's, the chemical manufacturer or supplier will be contacted to obtain necessary information.

D. SDS Maintenance

The safety officer is responsible for maintaining the SDS's.

The SDS's for chemicals and the chemical inventory list are maintained by the building principal in a notebook titled "Hazard Communication Program". These are accessible to employees during work.

If SDS's are not available or new chemicals in use do not have SDS's employees should contact their immediate supervisor.

A master copy of the SDS's and inventory list will be maintained by the safety officer.

E. New Chemicals

The buyer shall notify the safety officer and building principal before purchasing any new chemical. The safety officer must approve all new chemicals before use by employees. A SDS must be reviewed before the chemical is used.

F. Hazard Determination

The District relies upon the hazard determination and Safety Data Sheet supplied by the chemical manufacturer or distributor to determine the hazards of all chemicals bought, used or stored in the facility. Employees who have questions about Safety Data Sheets should contact their immediate supervisor.

EMPLOYEE TRAINING AND EDUCATION

Effective employee training and education is the most critical component of the hazard communication program. A properly conducted training program will ensure that employees are aware of hazards in the workplace and appropriate control measures to protect themselves. The safety officer coordinates the employee training and education program for the District.

A. Program Outline

All employees who work in areas where hazardous chemicals are used and/or maintained and those who may be exposed in an emergency are involved in the employee training and educational program. The program is presented in two (2) phases:

1. General Information Training

- explanation of the Hazard Communication Standard
- location and availability of written hazard communication program

- operations in the work area where hazardous chemicals are present
- general introduction of chemical hazards, labeling and Safety Data Sheet (SDS's)

General information training is administered by the safety officer during the initial orientation.

2. Specific Hazard Training

- location of hazardous chemicals in the work area
- discussion of methods and means of determining/detecting the presence/release of hazardous chemicals in the work area
- the chemical physical and health hazards in the work area
- explanation of internal labeling system
- hazard's associated with piping system
- review of appropriate work practices, personal protective equipment and emergency procedures
- access to safety and health information
- work area list of hazardous chemicals and Safety Data Sheets
- how to obtain additional information
- specific hazard training is administered by the immediate supervisor

All employees who receive general information and specific hazard training sign a training sheet as documentation.
(See Form 8431 F4).

B. Re-Assigned/Transferred Employees

Employees re-assigned or transferred to other work areas will undergo a review of specific hazard training in their new work area. The building principal is responsible for scheduling and ensuring that this retraining session is conducted by the immediate supervisor, and initiated on the first day of employment in a new work area. Employees will be required to sign a transfer safety-training sheet.

C. New Hires

Whenever a person is hired for employment, hazard communication training and education will be provided at the time of their initial assignment. New employee training will be provided by the safety officer as part of new employee orientation at the time of initial employment and prior to handling hazardous chemicals. New hires will be required to sign a safety training sheet.

D. New Hazard

There are three (3) ways in which a new hazard may be introduced:

1. a new hazardous chemical may be brought into the workplace; or
2. a current hazardous chemical in use may expose additional employees in the same work area; or
3. a former non-hazardous chemical may begin to be used in a manner that is hazardous.

Whenever a new hazard is introduced, the immediate supervisor is responsible for providing specific hazard training to all affected employees prior to the introduction of the hazard.

The safety officer can provide assistance and guidance with new hazard training. Employees will be required to sign a new chemical training sheet.

NON-ROUTINE WORK

Occasionally employees will be asked to perform non-routine work, which can be defined as work not normally performed by an employee during the normal course of job duties. Example of non-routine work could be, but not limited to:

- floor stripping/coating

- building and structural repair
- maintenance activities during school shutdowns
- breaking and opening piping systems
- using internal combustion engines in enclosed areas

The following procedures will be used when employee perform non-routine work:

- A. The building principal will determine the need for non-routine work and the hazards associated with the work. The safety officer can provide assistance to determine the hazards involved.
- B. The immediate supervisor will train the employees performing the non-routine work of the hazards associated with the work and of procedures/permits to follow. The training should be given each time prior to employees performing non-routine work.

CONTRACTORS

When contractors are working on District property they must comply with all OSHA standards and requirements, where applicable. The Hazard Communication Standard requires all contractors working on District property to be informed by the safety officer concerning applicable workplace hazardous chemicals which the contractor's employees may be exposed to while performing their work and of appropriate protective measures. This information is provided so contractor employers can properly train their employees. In addition, the contractor will inform the safety officer about hazardous chemicals that the contractor brings onto District property so that precautions can be taken.

AUDIT

The Hazard Communication Program will be audited at least annually by the Business Manager. A report will be generated from the review audit and sent to the building principal, the safety officer and the District Administrator. The building principal and safety officer are responsible for following up to see that supervisors take corrective action concerning recommendations resulting from the audit.

HAZARDOUS CHEMICAL USE IN SCIENCE, ART AND TECHNICAL EDUCATION CLASSROOMS AND LABORATORIES

- A. The safety officer shall coordinate and maintain a list of chemicals approved for classroom and laboratory use within the District (the "Authorized Use List").
- B. Before any new chemicals is used, it must be approved for instructional use and appear on this Authorized Use List.
- C. Chemicals not on the Authorized Use List are prohibited from use. Students and staff members found using unauthorized chemicals shall be subject to disciplinary action.

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8442 - ON-THE-JOB INJURY

Any employee incurring an injury while engaged in his/her performance of District duties shall abide by the following procedures:

(X) The injured employee shall report to their supervisor ~~the _____ office~~ and complete an injury report form Form 8442-F1 before reporting to an approved physician. The only exception will be if the injury is of such a nature that it requires immediate emergency attention. In that case, treatment should be undertaken and a report of the accident made to the Business Office ~~_____ office~~ at the earliest opportunity.

The supervisor is to contact the liability insurance company to report the incident.

(X) The appropriate documentation is sent to and archived ~~form shall be completed~~ by the Business Office ~~_____ office~~ for all reported injuries, ~~involving outside medical costs and lost time injuries with less than seven (7) days disability.~~

~~(-) Dental injuries require an estimate and approval prior to correction.~~

~~(-) Except in emergencies, staff members are requested to use only hospitals and physicians approved by the _____ office and insurance carrier in the treatment of work-related injuries. Each school and department shall maintain a list of those hospitals and physicians approved for treatment of school employees.~~

~~(-) All necessary medical referrals shall be made only by physicians approved by the _____ office or insurance carrier. The _____ office must be notified of any referral. Upon completion of medical care by a specialist, the employee must first report back to the referring physician for release prior to returning to work.~~

~~(-) All physical examinations are to be given by an approved physician.~~

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8450 - MANAGEMENT OF SELECTED CASUAL-CONTACT DISEASES

Diseases spread by airborne and/or direct contact with germs from sneezing, coughing, and speaking.

DISEASE	SYMPTOMS	INCUBATION PERIOD	CONTAGIOUS PERIOD	RETURN TO SCHOOL
CHICKENPOX (Varicella)	General discomfort, slight to high fever, headache, and loss of appetite. Lesions appear in bunches with most on upper body. Face and extremities are less affected. Typical lesions have teardrop shape surrounded by reddened area. Blistered (new) and broken and crusted (old) eruptions are on the skin at the same time.	10-21 days av: 13-17	5 days before rash and to 6 days after rash first starts.	When lesions are dry and crusted and no new eruptions. At least 5 days after rash first appears.
FIFTH DISEASE (Erythema Infectiosum) (Hungarian measles)	Rash begins as a solid red area on cheeks ("slapped cheek" appearance), spreading to upper arms and legs, trunk, hands and feet.	4-20 days	Exact duration unknown. Greatest before rash onset. Probably not communicable after rash onset.	Fever and signs of illness other than rash are no longer present.
INFLUENZA (Viral Influenza)	Fever, headache, muscles aches, sore throat, and cough (25% of school age children may have nausea, vomiting, and diarrhea).	1-5 days	Probably 3 to 5 days from onset in adults; up to 7 days in young children.	Symptoms subside.
SCARLET FEVER (Scarletina)	Begins with fever and sore throat. Rash appears as a pink-red flush which looks like a sunburn with goose pimples, that spreads to all parts of the body. Afterward, the skin peels off like a sunburn. Often the tongue has a "strawberry" appearance.	1-3 days	In untreated, uncomplicated cases, 10-21 days or until under adequate antibiotic treatment for 24-48 hours.	Adequate treatment for 24-48 hours, and symptoms subside.
SPINAL MENINGITIS (Meningococcal) and (Haemophilus)	Sudden onset of high fever, headache, and stiff neck. In severe cases, delirium stupor or coma can also occur. In	1-10 days av: 2-4 days	Unknown. Probably throughout the	Requires doctor's note for re-admittance.

	meningococcal meningitis small purplish spots are occasionally seen in skin and mucous membranes.		duration of symptoms.	
STREP THROAT (Streptococcal sore throat)	Similar to scarlet fever but without a rash. A sore throat and fever are the most pronounced symptoms.	1-3 days av: 2-4 days.	Weeks or months without medical treatment or with antibiotic treatment 24-48 hours.	Adequate treatment for 24-48 hours, and symptoms subside.
ROSEOLA (Exanthem Subitum)	Sudden high fever (104°-105°F.) which falls with the appearance of a rash on about the third or fourth day. Rash consists of small rose- pink spots which first appear on the chest and abdomen but may spread to the face, legs, and arms. Rash is usually limited to only one or two days.	5-15 days	Unknown. The disease does not appear very contagious.	Until no symptoms.
RUBELLA (German Measles)	Rash begins on the face and spreads to the rest of the body within 24 hours and is usually gone by the end of the third day. Often present is a pronounced swelling of the lymph nodes behind the ear and at the base of the skull. Mild coughing, sneezing, and reddened eyes are common early in the course of the illness.	14-23 days av: 16-18 days	7 days before to 4 days after rash onset.	5 days after rash onset.
MEASLES (Rubeola)	Begins 3 to 4 days of gradually increasing fever, runny nose, (red) inflamed eyes, and especially coughing. Rash usually begins around ears and hairline, spreading down to cover face, trunk and arms by second day. Rash is initially bright pink with distinct raised spots. Tiny blue-white pinpoint-sized swelling inside the cheeks may be observed a day before the rash first appears. The rash usually last about five days. Sensitivity to light is also common.	7-18 days av: 10 days	4 days before rash and for up to 4 days after disappearance of the rash.	5 days after disappearance of the rash.
MUMPS (Infectious Parotitis)	Onset is gradual. There may be chills, discomfort, headache, pain below ears accompanied by a moderate fever of 101° - 102°F, or higher followed by swelling of one or both salivary glands. Swelling is below and in front of ear. Usually swelling in one gland subsides as the other begins to swell. The ear lobe is often pushed forward by the swelling of the	2 to 3 weeks av: 18 days	Usually 5 but may 9 days after onset and be as long as 7 to no symptoms. 9 days prior to the onset of salivary gland swelling.	

gland. Swelling usually lasts 5 to 7 days.

TUBERCULOSIS (TB)	Starts with fever, night sweats, and weight loss early. Later symptoms include a persistent non-productive cough, chest pain, hoarseness, and coughing of blood.	2-10 weeks	Variable. After starting treatment with anti TB drugs, a patient may become non-infectious in as little as two weeks.	Requires a doctor's note for re-admittance.
WHOOPIING COUGH (Pertussis)	Coughing and sneezing followed 1 to 2 weeks later by breathing characterized by a series of short convulsive-like coughs, and a high pitched gasp of air called a whoop.	7-14 days av: 7-10 days	Untreated-from early throat inflammation to 3 weeks after typical cough symptoms occur. Treated-the period of infectiousness extends 5 days onset of treatment.	3 weeks from onset of cough symptoms, if untreated or until after 5 days of treatment.

Diseases spread by contact with tiny parasites on contaminated belongings of others.

DISEASE	SYMPTOMS	INCUBATION PERIOD	CONTAGIOUS PERIOD	RETURN TO SCHOOL
RINGWORM (Tinea Capitis; Tinea Corporis)	Ringworm of the scalp begins as a small pimple which grows and spreads, leaving scaly patches of temporary baldness. Ringworm of the body appears as flat, spreading, ring-shaped lesions. The outside is usually reddish and filled with pus while the skin on the inside tends to return to normal.	10-14 days	As long as any untreated lesions are present and spores persist on contaminated materials.	Under medical care. While under treatment, infected children should be excluded from gymnasiums, swimming pools and activities likely to lead to exposure of others.
PINWORM	Itching in anal areas, disturbed sleep, irritability and local irritation due to scratching	2-6 weeks	As long as eggs are being laid on perianal skin. Eggs remain infective indoors about 2 weeks.	Under medical care.

Diseases spread by the fecal-oral route – contamination of food, drink or objects placed in the mouth.

DISEASE	SYMPTOMS	INCUBATION PERIOD	CONTAGIOUS PERIOD	RETURN TO SCHOOL
CAMPYLOBACTER (Vibriosis Vibrionic Enteritis)	Sudden onset of fever and abdominal pain and diarrhea which may be severe. May also be vomiting and sometimes blood in the stools.	1-10 days av: 3-5 days	Throughout the illness (1 to 4 days). If not treated, up to 7 weeks.	Requires doctor's note for re-admittance.
GIARDIASIS (Protozoan Diarrhea)	Chronic, intermittent diarrhea, bloating, foul-smelling stools and fatigue and weight loss. Sometimes observable symptoms are not present.	1 to 4 weeks after exposure	Entire period of infection.	Same as above.
SALMONELLOSIS	Sudden onset of fever,	6-72 hours	During acute	Exclude until

(Acute Gastro Enteritis) (Food Poisoning)	Abdominal cramps, diarrhea, and possibly vomiting.	av: 12-36 hours	infection and until organism no longer in feces. Usually several weeks.	symptoms are gone. Exclude from certain activities based on Health Department recommendation.
SHIGELLOSIS (Bacillary Dysentery)	Sudden onset of fever, diarrhea, abdominal pain. Loss of appetite and vomiting may also occur. There may be blood, mucous, or pus in the stools.	1-7 days av: 1-3 days	During acute infection and until organism no longer in feces. Usually several weeks.	Exclude until symptoms are gone. Exclude from certain activities based on Health Department recommendation.
VIRAL GASTROENTERITIS (Viral Diarrhea; Winter Vomiting Rotoviral Diarrhea)	Abrupt onset of nausea, vomiting, diarrhea, abdominal pain, and discomfort. Fever, if present, is usually low grade. Very contagious.	24-48 hours	From onset of illness until symptoms subside.	Same as above.
Hepatitis A (Infectious Hepatitis) (Epidemic Jaundice)	Onset is usually abrupt with fever, malaise, anorexia, nausea, and abdominal discomfort, followed within a few days by jaundice.	15-50 days av: 28 -30 days	Latter half of incubation period to approximately 1 week after onset of jaundice.	Same as above.

Diseases spread by direct skin contact with wounds or discharges from an infected person.

DISEASE	SYMPTOMS	INCUBATION PERIOD	CONTAGIOUS PERIOD	RETURN TO SCHOOL
IMPETIGO (Impetigo Contagiosa)	Isolated pus filled spots which become crusted and break releasing a straw-colored fluid. Occurs principally around the mouth and nostrils.	4-10 days	As long as pus filled lesions continue to drain.	Under medical care and lesions are healing and no new lesions appear.
PINKEYE (Epidemic Form of Acute Conjunctivitis)	Irritation of the eye accompanied by tears, swelling of the lids, extreme sensitivity to light, and a buildup of a sticky fluid that dries to a straw-colored, crusty material accumulating at the corners of the eye.	Variable, dependent upon infecting agent.	During the period of active infection. Some children recover in only a few days but many cases take 2 to 3 weeks.	Under medical care and drainage from eyes has cleared.
MONONUCLEOSIS, (Infectious)	Fever, sore throat, and enlarged lymph glands.	4-6 weeks	Prolonged; pharyngeal excretions may persist for 1 year or more after infection.	Under medical care and physician has given permission to return.
PEDICULOSIS (Head Lice)	Appearance of lice and/or nits in the hair, commonly at nape of neck and/or behind the ears. Nits are fastened to the hair.	Eggs hatch in 7 days; maturity reached 8-10 days after hatching.	Until lice and viable eggs are destroyed.	Treated and nit free.

Diseases spread by direct skin contact with wounds or discharges from an infected person.

DISEASE	SYMPTOMS	INCUBATION PERIOD	CONTAGIOUS PERIOD	RETURN TO SCHOOL
HERPES SIMPLEX	Superficial clear blisters on a red base which crust and heal within a few days.	2-12 days	Secretion of virus in the saliva has been reported for as long as 7 weeks	None recommended.

after recovery
from infection.

SCABIES	Rash, small raised bumps, blisters or linear tracts containing mites or their eggs; found commonly between the fingers, on wrists or waistline. Causes severe itching especially at night.	First exposure, 2-6 weeks; subsequent exposure, 1-4 days	Until mites and eggs are destroyed, usually after 1-2 treatments.	Day after treatment is completed. Occasionally a second treatment is needed.
HAND, FOOT, and MOUTH	Papulovesicular lesions appear on the buccal surfaces of cheek and gums and on sides of the tongue. Lesions may also appear on palms, fingers, and soles and last 7-10 days. Fever may also occur.	3-5 days	Acute stage of illness and perhaps longer.	Exclude until lesions have begun to heal and the fever is gone and physician approves return.
HEPATITIS B (Serum Hepatitis)	Onset is usually insidious with anorexia, vague abdominal discomfort, nausea, and vomiting sometimes arthralgias and rash, often progressing to jaundice. Fever may be absent or mild.	45-180 days; av. is 60-90 days.	Weeks before onset and throughout clinical course. Carrier state may persist for years.	Healthy enough to return without danger to self. Carrier status should be individually. Note from physician is recommended.

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Section 8000 Operations
Title PEDICULOSIS (HEAD LICE)
Code ag8451
Status Proposed to Policy & Human Resources Committee

8451 - PEDICULOSIS (HEAD LICE)

~~[NOTE: Before completing this administrative guideline, NEOLA recommends contacting the local Health Department to determine the acceptable standard for students to return to school.]~~

Whenever a student is found to be infested with head lice, his/her parent/guardian will be notified of the infestation and **(X)** requested to pick the child up from school at the end of the school day ~~(-) requested to pick the child up immediately~~. Additionally, the student will be told of the infestation and reassured that it is a very treatable condition and nothing to be ashamed of. The student will also be educated in the transmission of lice and told not to share combs, hats, etc. with others. **[If first option selected, add the following sentences:]** The student will be returned to his/her classroom for the remainder of the schoolday. The Principal or designee will determine the type of activities the child will be engaged in for the rest of the day to minimize physical contact with other children. If head-to-head contact is possible, the child will be excused from those activities. Further, if appropriate, the child's desk will be positioned such that the infested child and his/her hair cannot come into contact with other children or their desks.

When the parent picks up his/her child, the parent will be informed that the student needs to be treated before s/he returns and the parent will need to confirm treatment has been completed before the student is readmitted ~~complete Form 8451-F3 before the student is readmitted~~. **The student will be permitted to return to school after it has been determined by the School Nurse or a trained volunteer that the child is free of any (X-) live lice (-) nits.**

The parent will be provided with a cover letter ~~(Form 8451-F1)~~ that provides guidance and educational material concerning the epidemiology, treatment and follow-up procedures for the infestation ~~(see also Form 8451-F4) (-) and will also be shown by the school nurse or health staff member the evidence of the child's infestation.~~ The parent will be informed that other family members might be infested and need treatment. **(X)** If the parent is unwilling or unable to identify nits or lice, s/he should be advised where this service is provided (local health department, clinic, physician's office).

If the parent/guardian is unable to visit the school (i.e., pick up the student), a phone call to the parent explaining the above information shall be made, and the referenced cover letter ~~(Form 8451-F1)~~, along with the additional information ~~(Form 8451-F4)~~ will be sent home with the student.

[X] The other students in the infested student's classroom and the student's sibling(s) should be examined for evidence of either the lice or lice eggs (nits). The examination should be done by the school nurse or designee.

The proper way to confirm the presence of lice is to find actual lice in the child's hair. **Transmission of lice most often occurs by direct contact with the head of another infested child as lice do not jump or fly. Indirect contact can include personal belongings of an infested child (combs, brushes, hats, pillows, and bedding).**

Only children and family members who have head lice should be treated. If parents are unsure if a child has lice, the hair should be combed with a lice comb to see if lice are present.

Procedure for treatment and follow-up:

- A. If head lice are confirmed at school, the actions described above will be taken.
- B. Parents need to notify the school health staff if they discover lice at home. They should notify parents of their child's close friends.
- C. The school health staff is readily available to discuss treatment and follow-up of head lice.
- D. A class letter will be sent home for confirmed cases of head lice. ~~(See Form 8451-F2)~~

- E. Parents are to treat the child with a lice-removal product at home, following exact directions. They also are to treat the home environment by vacuuming, and washing bed linens, clothing, brushes, and sports helmets.
- F. The student may return to school after treatment and if no (X) live lice (-) nits are found in the hair. When the student returns, s/he is checked by the health services staff.
- G. Parents need to continue to check for eggs (nits) and lice by combing the hair daily. If eggs and live lice are still present after a week, a second lice- removal treatment should be done. Parents should check for nits and comb their child's hair until no lice are found for two (2) weeks.
- H. Parents should continuously observe their children for signs of head lice - scratching, redness at the nape of the neck, and nits attached to the hair shaft, mostly behind the ears and at the base of the neck.
- I. If unsure, parents are encouraged to check with their pediatrician for any recommended treatment. The health services staff will check any student for lice by parent request.
- J. If more information is needed, please refer to the Centers for Disease Control website: www.cdc.gov.

Screening

~~The following screening program shall be implemented:~~

~~A screening will be held at the beginning of the school year in an attempt to reduce the possibility of transmission in the classrooms. A screening will also occur (-) after each major vacation period (i.e., winter and spring break) (-) on a quarterly basis.~~

~~[-] The screening in the elementary school setting will consist of the following: two thirds (2/3s) of classes (not less than a total of 100 students) in grades K, 1 and 2 will occur. Based on the number of children found with active infestations in this group, the school nurse/health staff will estimate the number of children infested in the rest of the school. If the results from the initial screening of K, 1 and 2 indicate a probable infestation rate for the school of five percent (5%) or greater, the entire school will be screened.~~

~~The following individuals will be responsible for conducting the screenings: **[include all that apply]** school nurse; health staff; principal; secretary; trained parent volunteers.~~

~~Screenings will also occur periodically based on reported cases of head lice infestations in a class, grade or building.~~

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Title AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code ag8452
Status Proposed to Policy & Human Resources Committee

8452 - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

[X] The District Administrator will consult with **(X) a medical doctor** ~~(-) the local EMS Medical Director~~ regarding the authorization to purchase AED devices for the School District. The **(X) district's medical advisor** ~~doctor (-) EMS Medical Director (-)~~ will be deemed the District's Medical Director for purposes of its AED devices. The consultation with the Medical Director will consider the proper placement of the AED(s), appropriate training to be provided, appropriate maintenance and testing of the AEDs, and guidelines for use on students and adults according to manufacturer specifications.

The District Administrator has designated the District Nurse as the AED Officer who is responsible for maintenance and testing of the AED according to the manufacturer's guidelines and according to any input from the Medical Advisor ~~Director~~. The AED Officer will notify the nearest emergency medical services program of the following information: the type of AED; the location of the AED at the District, the intended use of the AED and the owner of the AED.

The guidelines developed by the **(X) Mmedical Advisor** ~~Director~~ and **AED Officer** are found in AG8452A. The **(X) Medical Advisor** ~~Director~~ and **AED** Officer will draft a maintenance checklist to provide for servicing and testing of the AED devices. The checklist is found AG8452A at Form.

Only trained AED users shall operate the AED. A trained user means a person who has successfully completed a course of instruction approved by the Wisconsin Department of Health Services (DHS), such as the American Red Cross program or the American Heart Association program. The District Administrator will ensure that training is offered to **(X) specific positions within the District i.e., school nurse, health paraprofessionals, athletic coaches, and/or trainers; (X) personnel who desire to be trained in the use of AED's; and/or (X) teachers who instruct on the use of AEDs for health classes** ~~_____~~. Training will be done in accordance with the **(X) Gold American Red Cross (two one (21) year)**, ~~(-) American Heart Association (two (2) year) programs~~ and in accordance with State or Federal law. The District Administrator will ensure that the individual(s) conducting the training are qualified to conduct such training. The training will also include instruction in cardio-pulmonary resuscitation (commonly referred to as "CPR"), in accordance with nationally recognized guidelines.

After the use of an AED, the AED Officer **(X)** and Medical Advisor ~~Director~~ will review the incident, including any data recorded by the AED.

Neither the properly trained care provider, owner, provider of the automated defibrillator or the trainers of its use will be held civilly liable for their acts or omissions in rendering good faith emergency care to someone who appears to be in cardiac arrest.

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Legal 146.50, 895.48, Wis. Stats.

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Title CONTROL OF BLOOD-BORNE PATHOGENS
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8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS

The following guidelines provide for the District's compliance with Federal regulations for protecting staff members against exposure to blood pathogens and other infectious materials which can cause Hepatitis B and/or HIV viruses.

A. Exposure Determination

Staff members in the following job classifications have responsibilities for which they could reasonably anticipate exposure to blood and other potentially-infectious materials:

school nurses

custodians

special education teachers and ~~paraprofessionals~~ ~~aides~~ who work with students who are prone to biting, scratching, and other such actions that can cause bleeding or exposure to saliva and other body fluids

teachers in vocational/technical education whose students work with equipment that can cause cuts or other injuries that produce bleeding

members of a school staff who have been designated to provide first aid when and if necessary

physical education teachers

coaches

~~() bus drivers~~

health paraprofessionals

Building Principals

B. Inoculation

Each of the staff members in the above-named categories shall be offered free vaccination with the Hepatitis B vaccine after training and within ten (10) days after reporting for duty at the start of the school year or when employed.

The District Nurse in coordination with the Business Manager shall determine which hospital or other health service shall give the vaccinations and do the necessary follow-up testing. S/He shall:

1. Arrange a schedule for vaccinations which makes it possible for the staff members to be vaccinated during their work time;
2. Obtain the necessary information concerning the efficacy, safety, administration, and benefits of the vaccine so that each staff member can be properly informed prior to making a decision as to whether ~~or not~~ s/he wishes to be vaccinated;
3. Ensure that the results of post-vaccination testing are properly recorded and kept confidential.

If the staff member declines, s/he shall complete the waiver form ~~Form 8453.01 F1~~ that which shall be placed in the staff member's confidential file. (See AG 8320 - Personnel Records)

If the staff member chooses to be vaccinated, s/he shall provide written verification sign ~~Form 8453.01 F4 and report to the _____ (vaccine provider)~~ in accordance with the schedule for placement in the Personnel File.

C. Precautions

A plan should be developed to identify the likely situations where staff members could be exposed, to describe how such situations can be minimized, and the ways in which exposure will be managed. AG 8453 provides a set of procedures for the proper handling of bodily fluids. Each of the staff members in the "at-risk" categories identified above are to be trained in these procedures when employed and at the beginning of each school year. The instructor is to be someone knowledgeable about blood-borne pathogens and other potentially-infectious materials, how they may be transmitted in a school setting, vaccinations, and the precautionary procedures. At the completion of the training, each staff member is to sign Form 8453.01 F2 confirming the date and content of the training and that s/he understands the content.

D. Post-exposure Evaluation and Follow-up

Whenever a staff member has contact with blood or other potentially ~~infectious~~ material, s/he shall immediately contact the District Nurse ~~_____~~ and complete the exposure form ~~Form 8453.01 F3~~. The District shall offer the staff member a confidential medical evaluation ~~by the _____ [health service]~~.

The parents of the student who caused the exposure are to be contacted promptly to obtain permission for the testing of the student's blood for Hepatitis B and HIV viruses either in cooperation with their physician ~~or by the _____ [health service]~~.

If the student or student's parent refuse to consent to testing for the presence of HIV, antigen or nonantigenic products of HIV or an antibody to HIV, the exposed staff member may require the student to be tested as provided under Chapter 252, Wis. Stats.

The exposed staff member is to be informed of the test results, if available, with the parent's consent and of the Federal and State laws concerning confidentiality.

The staff member's blood should then be tested with his/her consent. The staff member shall also receive post-exposure treatment, if so indicated by the Public Health Service or treating physician.

The healthcare professional conducting the medical evaluation is to be provided:

1. A copy of the Federal regulations concerning the Exposure Control Plan;
2. A copy of the injury/exposure form ~~Form 8453.01 F2~~;
3. A copy of the staff member's job responsibilities vis-a-vis the exposure;
4. The results of the student's blood test, if available;
5. A copy of the staff member's medical records.

The health-care professional shall, within five (5) days after the evaluation provide the District with a written opinion containing:

1. A possible recommendation for Hepatitis B vaccination, if the staff member has not already been vaccinated;
2. Confirmation that the staff member has been adequately informed of the evaluation results and any further evaluation or treatment deemed necessary.

The staff member is to be given a copy of the written opinion within fifteen (15) days after receipt by the District. The original opinion is to be filed in the staff member's confidential medical file.

E. Training

Blood-borne pathogen training is required within ninety (90) days of initial employment, at the time of initial assignment to tasks where occupational exposure may take place, and at least annually thereafter.

F. Medical and Training Records

Medical records of the staff members must identify them by name and social security number and include any and all results of the status to Hepatitis B, examinations, testing, follow-up care, and written opinions. All such information shall be kept in the

staff member's confidential files (AG 8320) and retained for the period of their employment plus thirty (30) years.

Training records must include the dates and content of the training, the name and qualifications of the instructors, and the names and job titles of the staff members. Each staff member's training record (~~Form 8453.01-F2~~) shall be kept ~~in his/her personnel file~~ for three (3) years after the training date.

G. Nondiscrimination

The District does not discriminate on the basis of HIV status or association with another person who has tested positive for HIV. An employee who has tested positive for HIV is welcome to continue working as long as the employee is able to perform the functions of the position with reasonable accommodations, if necessary.

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Legal Chapter 252, Wis. Stats.
29 C.F.R. 1910.1030

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Section 8000 Operations

Title EXPOSURE CONTROL PLAN FOR HANDLING AND DISPOSING OF BODY FLUIDS

Code ag8453

Status Proposed to Policy & Human Resources Committee

8453 - EXPOSURE CONTROL PLAN FOR HANDLING AND DISPOSING OF BODY FLUIDS

All school staff should be aware of the risks involved when exposed to and dealing with body fluids. It must be assumed that all body fluids are potentially infectious and by following procedures for universal infection control the risks can be greatly reduced and the possibility of accidental infection can be minimized or prevented. A surface should be considered contaminated if blood or the reasonably anticipated presence of blood or other potentially infectious body fluids occur, even if the contaminates have dried. Certain pathogens (e.g. HCV) remain viable for extended periods in dried blood.

Please refer to AG 8453.01 for the District’s exposure control plan for blood-borne pathogens.

Sources of Infectious Organisms in Body Fluids

<u>Source</u>	<u>Organism</u>	<u>Transmission</u>
Blood - cuts/abrasions - nosebleeds - menses - needles - human bites	HBV HCV HIV/AIDS Cytomegalovirus	Contact with broken skin or membrane
Feces	HAV Salmonella bacteria Shigella bacteria Rotavirus	Oral inoculation from hands or food
Urine	Cytomegalovirus	Bloodstream, oral, and mucus membrane inoculation from hands
Respiratory Secretions - saliva - nasal discharge	HBV Tuberculosis Mononucleosis V Influenza V Common cold V Meningitis	Bloodstream, oral, and mucous membrane
Vomit - may contain blood	Gastrointestinal V (Rotavirus) See "blood"	Oral from contaminated hands (see "blood")
Semen	HBV HIV/AIDS Venereal Disease	Sexual contact (unprotected)

Materials and equipment required and made available to dispose of body fluids include:

- Antibacterial soap
- Portable water
- Paper towels

Latex and non-allergic gloves
Hazardous material bags (red) and labels
Hazardous material (sharps) container
(puncture proof and leak proof)
Buckets and mops

Disinfectant solutions from the following list:

- A. Sodium hypochlorite solution (household liquid bleach), one (1) part bleach to ten (10) parts water (one and one-half (1-1/2) cups bleach to one (1) gallon of water, freshly prepared)
- B. Phenolic germicidal detergent in a one percent (1%) aqueous solution (Lysol)
- C. Quaternary ammonium germicidal detergent in two percent (2%) aqueous solution (Tri-quat, Mytar, Sage)
- D. Iodophor germicidal detergent with 500ppm available iodine (Wescodyne)
- E. Sanitary absorbing agent (Chlora Sorb, X-O Odor Away)

Universal Infection Control Procedures

A. GENERAL

1. Wear disposable latex or non-allergenic gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
2. Dispose of gloves and disposable cleaning materials in hazardous materials container (bag).
3. Wash hands with an antibacterial soap-even if gloves are worn.
4. Discard disposable items including tampons, sanitary napkins, used bandages, dressings in a hazardous materials container. (Rest rooms should have waste receptacles lined with hazardous waste bags.)
5. Close and label hazardous waste containers (bags) and dispose of in accordance with public health guidelines as provided by the Waupaca County Public Health Office. Note: be sure your waste disposal carrier is authorized to dispose of hazardous waste materials.
6. Use disposable items to handle body fluids whenever possible. Discard items in accordance with Item 5 above. If handling vomitus or feces, use a second barrier (i.e. plastic bag) in addition to gloves.

B. HANDWASHING

1. Use anti-bacterial soap and warm running water.
2. Rub hands together to work up a lather-scrub between fingers, knuckles, backs of hands, under fingernails.
3. Rinse thoroughly.
4. Dry with paper towel or hot air. If paper towels are used, dispose of in an appropriate container.

C. WASHABLE SURFACES

1. **Tables, desks** (wear gloves)

- a. Use household bleach solution of one (1) part bleach to ten (10) parts water-freshly mixed.
- b. Rinse with fresh water.
- c. Repeat "a"
- d. Repeat "b"
- e. Allow to air dry.
- f. Dispose of gloves and wiping materials in a hazardous waste container.

2. **Floors** (wear gloves)

- a. Use household bleach solution as previously described.

- b. Use a mop and two buckets - one (1) for bleach solution and one (1) for rinse water (with bleach or Lysol solution).
 - 1) in bucket #1, dip, wring, mop up vomitus, blood
 - 2) dip, wring, and mop until body fluids are cleaned up
 - 3) dip mop into bucket #2, wring, re-mop (rinse) area
 - 4) continue cycle until all spills are cleaned up - using fresh solutions as necessary
- c. Soak mop in disinfectant solution after use.
- d. Disposable cleaning materials should be placed in a hazardous waste container.
- e. Pour solutions down a drain pipe – flush thoroughly.
- f. Rinse non-disposable cleaning equipment in disinfectant.
- g. Dispose of gloves in a hazardous waste container.
- h. Wash hands as described in B.

D. NON-WASHABLE SURFACES (RUGS, UPHOLSTERY)

- 1. Apply sanitary absorbing agent, dry, vacuum.
- 2. Remove solid materials with broom and dustpan – use second barrier if necessary to use hands.
- 3. Apply rug or upholstery shampoo as directed - vacuum according to directions.
- 4. Clean dustpan and broom (if used) in disinfectant solution - air.
- 5. Dispose of gloves in a hazardous materials container.
- 6. Wash hands as described in B.

E. WASHABLE MATERIALS (CLOTHING, TOWELS, ETC.)

- 1. Rinse item under running water.
- 2. Place item in a hazardous materials bag and seal until item is ready to be washed. Bags containing soiled, washable material must be clearly identified as "Hazardous Material" if an outside laundry service is used. Contact-sports uniforms should be closely inspected for blood and handled in an appropriate manner.
- 3. Rinse and wipe sink with paper towels – dispose of towels in a hazardous waste container.
- 4. Wash potentially contaminated materials separate from others – dry as usual. If material is color-fast add one-half (1/2) cup bleach to the wash cycle. Otherwise, add one-half (1/2) cup non-chlorine bleach (Clorox II, Borateem) to the wash cycle.
- 5. Dispose of gloves in a hazardous waste container.
- 6. Wash hands as described in B.

Accessibility of equipment and materials

- A. Latex and/or non-allergenic gloves shall be available at all work stations in all buildings and outdoor facilities.
- B. Cleaning equipment and solutions as described in the Materials and Equipment section shall be made readily available to all work stations.
- C. A hazardous material container (biohazard container, sharps container) with a cover which is puncture proof and leak proof shall be kept in a central location (central office, nurse's station) for proper disposal of needles and lancets used for medicinal purposes. Periodically, this container shall be disposed of and replaced in accordance with public health guidelines.
- D. Hazardous waste (red) trash can liners shall be used in all rest rooms and shall be properly labeled and disposed of in a timely manner and in accordance with public health guidelines.
- E. Broken glass, plastics, or other small materials which have been contaminated with body fluids shall be placed in a puncture-proof, leak- proof container with a lid, labeled as hazardous material and disposed of in accordance with public health guidelines.

This guideline is not meant as an all-inclusive list of infectious organisms that may be contained in body fluids. Additionally, the use of brand name cleaning agents or other products in this guideline are meant as examples only and are not endorsements of the specific products mentioned herein.

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8462 - CHILD ABUSE OR NEGLECT

In compliance with Board of Education policy and State statute, staff members are required to report to the proper legal authorities any reasonable cause to suspect child abuse or neglect. The child may suffer from physical abuse and neglect, sexual abuse, and/or emotional maltreatment. Physical abuse is the nonaccidental, physical injury of a child; physical neglect is the failure to provide proper parental care, support medical attention, and education for a child; sexual abuse is any indecent sexual activity in the family; and emotional maltreatment is failure to provide warmth, attention, supervision, and/or normal living experiences for a child.

In this respect, the following are considered signs of such abuse or neglect and should be reported immediately:

- A. Physical injury inflicted on a child by other than accidental means
- B. Sexual intercourse or sexual contact or failure by a person responsible for the welfare of a child under sixteen (16) years of age who has knowledge that another person intends to or has had sexual intercourse or contact with the child to take action to protect a child from the assault or repeat of the assault and the person is emotionally and physically capable of taking appropriate action
- C. Sexual exploitation of a child as defined by Wis. Stats. 948.05 or a person responsible for the welfare of a child who knowingly permits, allows, or encourages a child to engage in sexually-explicit conduct as described by the statute
- D. Causing a child to view or listen to sexual activity
- E. Causing a child to expose his/her genitals or pubic area or exposes his/her genitals or pubic area to a child
- F. Emotional damage for which a child's parent has neglected, refused, or been unable for reasons other than poverty to obtain the necessary treatment to ameliorate the symptoms

A child who is being abused may also:

- A. Be hyperactive;
- B. Act fearful of adults;
- C. Cling to adults;
- D. Be anxious, tense, and nervous.

Procedure for Reporting

All reasonable causes to suspect abuse or neglect are to be reported even if documentation is not available. The law provides protection for the reporting employee.

- A. The oral report shall include the following to the extent known:
 - 1. The name, address, and telephone number of all of the following:

- a. The reporter
 - b. The alleged child victim
 - c. The caretaker or guardian, if different from caretaker, of the alleged child victim
2. The approximate age and what is known of the child's behavior and level of functioning;
 3. When and where the alleged abuse or neglect occurred, the type, extent, and duration of the alleged abuse or neglect, and the child's current condition;
 4. When, where, and how the child is at risk of abuse or neglect;
 5. The circumstances surrounding the alleged abuse or neglect or any other information which might be helpful to establish the cause of abuse or neglect;
 6. What is known about the behavior and functioning of the caretaker of the alleged child victim;
 7. Whether anything has been done to reduce the risk to the child;
 8. What actions have been taken, such as photographs, medical attention, or notification of law enforcement officials or other persons;
 9. The identity and current whereabouts of the alleged perpetrator, the relationship of the alleged perpetrator to the alleged child victim, and the access s/he may have to the child;
 10. Any knowledge of other children living in the home, and if so, their names, approximate ages, and relationship to the alleged child victim;
 11. Any knowledge if other children in the home are currently or have been alleged victims of child abuse or neglect, and if so, their names and approximate ages, and the identity of the alleged perpetrator;
 12. The identity and location of anyone else with knowledge of the current allegation of abuse or neglect.
- B. Notify the student's Principal that a report has been made. The Principal shall ensure that the suspected case has been properly reported; and, if not, s/he shall ensure that an appropriate oral report is made immediately.
- C. Since it is the responsibility of the social worker and/or law enforcement agency to investigate possible abuse and/or neglect, school personnel should not pressure the child to divulge information regarding any injury or other circumstances surrounding the abuse and/or neglect. The school need not prove that abuse and/or neglect exists before reporting. They need only suspect that abuse and/or neglect has or is currently occurring.
- D. The oral report shall be followed, not more than five (5) days later, by a written report from the staff member. The report is to include all information given at the time of the oral report and any other information that is available from the school that may be helpful in the investigation of the report. This report shall be retained by the District.
- E. The Principal shall recommend that the reporting employee receive a written response verifying receipt of the report.

INVESTIGATION OF CHILD ABUSE OR NEGLECT

- A. Investigators who seek to interview a student who is a suspected victim of abuse or neglect must make the request to the Principal who shall determine from the investigator whether ~~or not~~ it is appropriate to notify the student's parents. If it is appropriate, the Principal ~~will~~ ~~should~~ notify the parents of the time and place of the impending interview.
- If the interviewer directs that parents are not to be notified, the Principal shall record this direction on Form 8462 F1. The Principal shall sign this record and maintain it in the school files.
- B. The Principal will maintain contact with the investigating agency during the investigation period. After the investigation is completed, the Principal shall request a written report.
- C. Upon completion of the investigation and/or receipt of the report, the Principal will discuss the status of the case with the District Administrator and determine if additional action is required. Any report received shall be retained by the District. Confirmed cases of child abuse will be noted in the student's cumulative file.

Parents who are abusing their child may:

- A. Be reluctant to give information;
- B. Describe a story that doesn't fit the injury;
- C. Have an inappropriate reaction to severity of injury;
- D. Express unreasonable expectations for child's performance;
- E. Claim conditions that do not exist, e.g.

"S/He bruises easily."

"S/He moves constantly." (Child sits quietly.)

- F. Indicate family problems such as marital discord, crowding, financial stress, psychological disorders, retardation, alcohol or drug addiction, etc.

When it is necessary to deal with parents who are suspected of child abuse, the staff member should try to be sympathetic and communicate a readiness to help. Parents are often beset by serious personal problems and possibly were themselves abused or neglected as children.

Suspected Abuse by Staff Members

If a staff member is suspected of abuse, his/her supervisor should be notified immediately and the matter kept in strict confidence by the reporting person. The supervisor shall follow the District's due-process procedures for dealing with an employee's real or alleged violation of any law or District policy. This procedure does not negate the requirement for the reporting person to report the suspected abuse to the proper agency.

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Book AG 1st Draft Clean
Section 8000 Operations
Title FOOD AND BEVERAGE SALES
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Status Proposed to Policy & Human Resources Committee

8500 - FOOD AND BEVERAGE SALES

Any student organization or District-support organization that seeks to raise funds by means of food or beverage sales must comply with the following guidelines in order to obtain approval for such sales on District premises:

- No sales may take place during the hours that the District is providing food service to students.
- Items sold through vending machines must comply with the conditions stated in Board Policy 8540 - Vending Machines.

~~() A plan must be submitted which describes:~~

- ~~() the items to be vended;~~
- ~~() the time, date, and location at which the items will be sold;~~
- ~~() the provisions for proper preparation of the food and/or beverage items;~~
- ~~() the provisions for the proper sanitation during and after the vending of the items and for the proper clean-up of the area(s), when applicable;~~
- ~~() how the funds will be safe-guarded during and after the vending of the items;~~
- ~~() the extent to which students are to be involved in the vending of the items and how much of their school and/or study time will be used for the planning and conduct of the activity.~~

The description of the fundraiser plan is to be submitted to the Building Principal _____ at least annually for Board of Education approval _____ ~~days~~ prior to the fund-raising activity.

The sponsor of the activity must agree that the activity will be in compliance with all District policies and administrative guidelines related to food service and fund-raising.

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Section 8000 Operations
Title TRANSPORTATION
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8600 - TRANSPORTATION

The following guidelines are established to implement Board of Education policy on transportation.

A. Administrative Responsibilities

The Business Manager is responsible for student transportation ~~the planning, operating, and maintenance of all District vehicles.~~
Included within this scope of responsibility are:

- Approval ~~establishment~~ of bus routes;
- ~~(-) management of dispatching operations;~~
- ~~(-) supervising and analyzing vehicle maintenance programs;~~
- ~~(-) preparing and submitting all State/Federal reports;~~
- ~~(-) bus driver personnel selection, supervision, and training;~~
- Transportation budgets;
- Development of specifications for bids on contracted services;
- ~~(-) verification of qualifications of bus drivers;~~
- 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:

- supervision at bus loading and unloading zones;
- communication to parents or guardians and students concerning student behavior, safety, schedules, and the like;
- adjudication of all behavior problems;
- enforcement of traffic regulations on the school site;
- communication about overcrowding and unsafe conditions or practices to the Business Manager.

B. Bus Conduct

Parents or guardians are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.

Parents or guardians are also to be informed that they are responsible for:

the safety of their child while going to or from the bus stop and while waiting for the school bus;

their child being at the bus stop at least five (5) minutes prior to scheduled pick-up time;

(X) damage by their child to school buses, personal property, or public property;

(X) informing their children of the rules of conduct and behavior for riding on the buses.

~~(-) Parents may be provided with the names of the bus drivers that transport their children if the parent or guardian makes a written request to the district for the information.~~

(X) 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.

(X) 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~~principal~~.

(X) 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, ~~and~~ and the information is provided to the transportation contractor.

(X) 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~~_____~~.

(X) 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.

(X) 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.

~~(-) Students are not allowed to play their own radios or tape recorders.~~

~~(-) Both the use of a bus radio and the station or programs which students listen to must be approved by the _____.~~

(X) 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. ~~S/He should follow the District's purchasing practices (AG 6320) in obtaining such equipment and abide by the following guidelines for the use of such video surveillance/electronic monitoring equipment:~~

~~(-) Arrange for the installation of the video recording device in a location on each bus that will allow for the camera to record all students.~~

~~(-) Develop a plan whereby the video camera(s) is installed on the bus on a rotating basis and so students are not aware of the installation.~~

~~(-) Record the date, time, and bus number of each video recording and maintain the recording in a secure location for a period not to exceed the school year.~~

~~(-) Establish a procedure whereby no one observes a video recording without the prior authorization of the appropriate building principal who shall ensure that any observation is done only by those who are authorized to view student records and is conducted in accord with AG 8330—Student Records.~~

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 ~~_____~~ ~~[transportation director]~~ shall be responsible for reviewing the video recordings for the purpose of assuring that bus safety procedures are being followed properly and the buses are being operated in accord with District guidelines and State law.

D. Special Services

In compliance with Board policy, the transportation services may be provided for field trips, co-curricular trips, and extra-curricular trips, including athletics.

Transportation may be provided on weekends and holidays to District students who are participating in approved School District programs which are under the supervision of professional staff members.

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Title UNUSUALLY HAZARDOUS AREA DESIGNATIONS
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8600A - UNUSUALLY HAZARDOUS AREA DESIGNATIONS

An "unusual hazard" is an existing condition which constitutes more than ordinary hazard and which seriously jeopardizes the safety of students in their travel to and from school. It is recognized that all traffic situations which students must travel through present some degree of hazard. That degree often depends on the age of the student concerned. The designation of an "unusually hazardous" area shall be made by the Manawa Police Department and approved by the Board of Education.

Procedures to start review for "Unusually Hazardous Designation":

- A. A parent may petition the District to consider an area to present an unusual hazard for students walking to and from school. These petitions shall be referred to the Business Manager with the Manawa Police Department (~~local law enforcement agency~~) determining whether the situation is "unusually hazardous."

The Business Manager shall bring determination of "unusually hazardous" to the full Board for a final approval. When an area is declared "unusually hazardous" by the Manawa Police Department (~~local law enforcement agency~~) and approved by the Board of Education, transportation will be provided for students affected. The Board shall then recommend to the governing body of the "unusually hazardous" area any steps which might be taken to eliminate the hazard with suggestions for installation of sidewalks or shoulders, the hiring of crossing guards, law enforcement addition, or other methods deemed necessary.

Determinations of the Manawa Police Department (~~local law enforcement agency~~) regarding "unusually hazardous" area may be appealed to the Board specifying the factors that should be taken into account. The Board can ask the Manawa Police Department (~~local law enforcement agency~~) to investigate the situation again and to resubmit a determination based on the new information.

- B. The administration shall review the implementation of "unusually hazardous" area transportation annually to determine whether changes have occurred which would provide a nonhazardous designation. The Manawa Police Department (~~local law enforcement agency~~) will determine if they find the area not to be "unusually hazardous". The Business Manager will bring this determination to the District Administrator, so the full Board can review it for final approval or disapproval.

Criteria for Determining "Unusually Hazardous Designation"

Specific criteria to be utilized by the Manawa Police Department (~~local law enforcement agency~~) in consultation with the Business Manager and transportation contractor (~~transportation department supervisor~~), in identifying areas of "unusual hazard" to be recommended to the Board may include, but are not limited to, the following conditions:

- A. A traffic rate during the times children walk to or from school which exceeds 120 vehicles per hour along a road or highway on which the student must walk without benefit of:
1. A regular sidewalk on at least one side of the street;
 2. At least three and one-half (3 ½) feet of walking space outside of a curbed roadway on both sides of the roadway;
 3. At least five (5) feet of shoulder on each side of the road on a two lane or four lane road.

- B. Walkways (shoulders, paths, or sidewalks) on road with a rate of 120 vehicles per hour which are obstructed continuously for seventy-five (75) feet or more, or, if obstructed for less than seventy-five (75) feet, permit less than one (1) space gap per minute between vehicles on the near side of the center line.
- C. A traffic rate during the time children are going to and from school which exceeds 180 vehicles per hour (three (3) vehicles per minute) through the crosswalk at an uncontrolled intersection, which the crossing exceeds forty (40) feet in width.
- D. A traffic rate during the time children are going to and from school which exceeds sixty (60) vehicles per hour on a two lane winding rural road when little or no off-road walking space is available such as shoulder or pathway.
- E. A unique situation demanding extra consideration such as peak traffic hours due to industrial work shift changes or heavy truck traffic.
- F. Hazards such as construction projects, street repairs, excavations, and similar activities which invite problems of safety for children walking to and from school.
- G. Railroad crossings, where moving trains as well as trains stopped at crossings present hazards to young people.

The above criteria for identification of "unusual hazards" are not to be considered exclusive. Other situations of a unique nature which seriously jeopardizes the safety of students in their travel to and from school may be so identified by the [Manawa Police Department](#) ~~_____ [local law enforcement agency].~~

If the Board determines that a particular walking or crossing area is unusually hazardous, students shall be provided with transportation at School District expense to and from school or, alternatively, where a crossing area so requires, an adult crossing guard. Areas that are declared to be unusually hazardous shall be reviewed periodically to determine continuing qualification under this designation.

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Section 8000 Operations
Title BUS SAFETY PROCEDURES
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~~8605—BUS SAFETY PROCEDURES~~

~~Proper transportation of students is a matter of continuing concern and it is imperative that all staff members associated with student transportation adhere to the following guidelines which have been designed to maximize the safety of students.~~

~~A. Each bus driver must maintain effective communications with the _____ at all times and particularly when s/he encounters any situation that is out of the ordinary. To that end, each bus shall be equipped with a~~

~~(-) C.B. (-) FM
radio or~~

~~(-) cellular telephone
which is to be kept in operating condition at all times.~~

~~(-) Each driver is to test the equipment by making contact with his/her supervisor prior to the start of each run.~~

~~(-) Each bus driver will be provided a manual containing all information relating to the safety and welfare of student riders. The _____ is to ensure that each driver thoroughly understands the information in the manual as well as how the manual is to be used.~~

~~(-) Prior to the beginning of each school year, each driver shall be required to demonstrate proficiency in CPR and first aid, including emergency procedures for dealing with such conditions as epileptic seizures, fainting, and insect bites. Those who do not meet District standards will be provided opportunities for appropriate training.~~

~~(-) Each bus driver is to carry in the bus a copy of the completed emergency medical authorization for each student rider.~~

~~B. At the completion of each bus run, the driver is to do a complete walk through of the bus to make sure that no student has remained.~~

~~C. The _____ shall maintain a record of each student rider for ready reference whenever a question arises about a student. Such a record shall include name, address, telephone number, name and location of contact person, the bus driver's name and the number of the bus the student rides. This record shall also contain confidential information regarding physical and/or mental characteristics of the student which would require special attention.~~

~~(-) The _____ shall select at least _____ students in grades 4 and above on each bus for special training in bus evacuation procedures and in the operation of the bus communications equipment in case the driver becomes incapacitated. Written permission must be received from each student's parents prior to participation in such training. Each student who completes the training satisfactorily, shall receive a certificate of completion and a written set of instructions as to his/her responsibilities in emergency situations.~~

~~Student helpers should be seated in the front of the bus and given instruction by the bus driver in the following areas:~~

- ~~1. stopping the bus by using the hand brake, on most buses by pulling the parking brake knob on the dashboard~~
- ~~2. shutting off the engine by turning off the ignition~~
- ~~3. operating the two way radio or obtaining help by stopping a passing motorist or going to a nearby house or business~~
- ~~4. determining whether or not to evacuate the bus in case of fire or other immediate danger~~
- ~~5. steering the bus to a safe area~~
- ~~6. operating the fire extinguisher if needed to save a life~~

~~D. In addition, the _____ shall:~~

- ~~1. conduct routine and periodic surveys of the School District area and routes to determine the safety of current bus routes and bus stops;~~
- ~~2. ensure that each bus driver's records of qualifications and certification are up to date and on file in the District Administrator's office with a physician's certificate that the bus driver has passed an annual physical;~~
- ~~3. ensure compliance with all Department of Public Instruction safety specifications for school buses as well as statutory requirements for first aid kits, fire extinguishers, traffic flares, and other safety features;~~
- ~~4. maintain and update a booklet containing traffic rules and regulations and distribute a copy to each driver;~~
- ~~5. ensure that there is no smoking or drinking of alcoholic beverages on any school bus or in the refueling area.~~

~~Evacuation of Bus~~

~~The following procedures are to be followed when evacuating the school bus.~~

- A. ~~Stop bus, if not already stopped, off the road and out of the mainstream of traffic, if possible.~~
- B. ~~Put on emergency flasher lights and immediately issue orders as to which exit is to be used.~~
- C. ~~Maintain calm and direct students to "walk — not run", not to take books, lunch boxes, etc., and to be careful when disembarking.~~
- D. ~~Send someone or call for help after making sure that all students are evacuated.~~
- E. ~~Form students into a group at least 100 feet from the bus and as far away from traffic as feasible.~~
- F. ~~Check bus list to ensure all students are accounted for and are in good condition.~~
- G. ~~Emergency evacuation of disabled students may require modification of the above procedures.~~

Evacuation Drills

The _____ shall organize and conduct three (3) emergency exit drills for all students who ride school buses to and from school:

- A. ~~Each of the following three (3) emergency procedures shall be conducted at least once annually:~~
 - 1. ~~everyone exits through the front entrance door~~
 - 2. ~~everyone exits through the rear emergency door~~
 - 3. ~~front half exits through the front door and rear half exits through the rear door~~
- B. ~~All drills shall be arranged and scheduled by the _____ in cooperation with building principals. School bus drivers will conduct the drill sessions.~~
- C. ~~Drills shall be held on school property when possible and not on the bus route.~~
- D. ~~The driver shall stay in the bus during evacuation drills. The parking brake must be set, ignition turned off, and transmission in gear or park.~~
- E. ~~Children shall not take lunch boxes, books, etc., when they leave the bus.~~
- F. ~~Students shall assemble at a distance of at least 100 feet from the bus in an "emergency drill" and remain there until given further directions.~~
- G. ~~The driver shall report to the _____ that a drill has been conducted.~~

Accidents

- A. ~~In the event of an accident involving the bus, the bus driver shall:~~
 - 1. ~~evaluate the need for medical assistance;~~
 - 2. ~~if necessary, evacuate the students to a safe area away from the scene of the accident;~~
 - 3. ~~notify the _____ (law enforcement agency);~~
 - 4. ~~notify the _____ (school official).~~
- B. ~~The _____ (school official) shall collect the data concerning the accident, notify the parents, and if necessary, arrange for another bus to transport the students.~~
- C. ~~In the event of a serious accident, the procedures stipulated by the _____ (law enforcement agency) shall be followed.~~

Railroad Crossings

Before crossing a railroad track at grade, the driver shall:

- A. ~~stop the vehicle within fifty (50) feet but not less than fifteen (15) feet from the nearest rail;~~
- B. ~~activate hazard warning lights, turn off all interior switches including fans, heaters, and radios;~~
- C. ~~open passenger door and driver side window and, while stopped, listen and look in both directions along the track for an approaching train or signals indicating a train approach;~~
- D. ~~proceed only after ascertaining that no train is approaching and using a gear that does not require changing gears while crossing the tracks.~~

The driver does not have to follow the above procedure if:

- A. ~~the track is abandoned as designated in the District's route plan;~~
- B. ~~there is a police officer or traffic control signal directing the traffic to proceed; or~~
- C. ~~the crossing is on freeway or limited access highway if a clearly visible signal, crossing arm, or other automatic barrier is not activated.~~

Tornado

In the event of a tornado sighting or warning, the bus driver shall:

- A. ~~contact the _____ office;~~
- B. ~~pull the bus off the roadway;~~
- C. ~~evacuate the bus;~~
- D. ~~bring the first aid kit;~~
- E. ~~take students to the nearest building, if possible;~~
- F. ~~if in the open, take the students to a ditch, ravine, or embankment which is at least 200 feet from the bus;~~
- G. ~~instruct students to lie down on their knees with their hands clasped behind their heads;~~
- H. ~~once the danger is past, assess students for any needed medical attention;~~
- I. ~~contact the _____ as soon as possible.~~

Bus Breakdown

In the event of a bus breakdown, the bus driver shall:

- A. ~~move the bus off the roadway, if possible;~~
- B. ~~notify the _____ (school official), who shall arrange for another bus to transport the students;~~
- C. ~~evacuate the students to a safe area, if necessary;~~
- D. ~~stay close to the scene until assistance arrives;~~
- E. ~~assist in transferring students to the backup bus;~~
- F. ~~arrange, together with the _____ (transportation director) to have the bus towed/repaired.~~

~~Incllement Weather~~

~~Whenever the weather forecast indicates inclement weather approaching, the Transportation Supervisor is to inspect the condition of the roads. If the forecast relates to the current school day, s/he should notify the District Administrator in sufficient time so students can be transported home before road conditions would make such transportation hazardous. If the forecast relates to the next school day, the transportation supervisor is to make his/her recommendation to the District Administrator prior to 5:00 AM. The recommendation should be based on both personal observation of the roads and discussion with the Highway Department and/or the State Highway Patrol or Sheriff.~~

~~If transportation is cancelled, bus drivers will be notified by means of the telephone chain and parents by means of the radio and TV stations.~~

~~Dangerous and Illegal Weapons~~

~~[] The safety of students and staff is of paramount importance, and control of dangerous and/or illegal weapons is a particularly sensitive and critical responsibility. No weapon or other device that poses a danger to anyone in the vehicle shall be permitted. If a staff member discovers such a weapon or device, s/he should take the following actions:~~

- ~~(-) Radio for help immediately.~~
- ~~(-) Isolate the student, if possible, and if necessary, evacuate the bus.~~
- ~~(-) Avoid attempts to disarm the student unless the situation appears to be life threatening.~~

~~Quelling a Disturbance~~

~~If, during a bus trip, any students become unruly or two (2) or more students become involved in a fight or create a disturbance, the driver should proceed as follows:~~

- A. ~~Stop the bus and command the students to stop the disturbance and sit properly in their seats.~~
- B. ~~Do not attempt to use physical force to quell the disturbance or dispossess students of any weapon or threatening object unless assured that such action is likely to be successful and not endanger the other students or the driver.~~
- C. ~~If the students do not obey, drive the bus to a safe area while notifying the Transportation Office of the disturbance and request assistance.~~
- D. ~~If the disturbance is or may be jeopardizing to the safety and well being of the other students, evacuate all uninvolved students from the bus using the standard evacuation procedure.~~
- E. ~~Do not, under any circumstances, discharge an unruly student from the bus other than at his/her regular bus stop, a law enforcement agency, or a District school, and only then, if an official at that location takes custody of the student(s).~~
- F. ~~Make a full report of the disturbance to the _____ upon completion of the trip.~~

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8606 - TRANSPORTATION FOR STUDENTS WITH DISABILITIES

Transportation and bus behavior are normally an integral part of the student's program. Because of the significance of this service for maintaining effective programs for the variety of disabling conditions, the _____ (transportation supervisor) should be involved with the IEP team to assist in providing answers to such questions as:

- A. Can the child be transported safely, given the transportation environment and the nature of the disabling condition?
- B. What medical, health, physical, or behavioral factors could expose the student to unreasonable risk, given the anticipated transportation environment?
- C. What assistive or adaptive equipment is necessary to accommodate the student during the transportation process, can it be safely transported and secured, and are there adequate instructions to ensure its proper use?

S/He can also be helpful in incorporating behavioral transportation goals into the IEP's and determining appropriate means of discipline, including the possible removal from a vehicle.

As participants in and recipients of special education planning, transportation staff need to be advised that the information they deal with is confidential and protected by Federal law.

BEHAVIORAL MANAGEMENT

Managing student behavior on the bus should be done primarily through teaching appropriate bus-riding skills. Learning the skills necessary to ride the school bus is part of the skills needed for the student to participate in his/her program.

To teach bus-riding skills, a limited number of simple rules defining what the student is to do, feedback on how well it is done, and positive, backup consequences are necessary. In teaching bus-riding skills, it is necessary to work on a small number of behaviors at a time (one or two). As a student learns a behavior, another behavior can be taught.

Behaviors that present a potentially dangerous risk of harm to the student or others on the bus require special attention. An attack on another person or running from the bus are two (2) examples of behaviors that present high risk of harm and require documentation and follow-up with appropriate school staff.

Communication Between School/Transportation Staffs

() The transportation staff will keep the school staff advised of the behavior of students on the bus-- both positive and negative type activity. For students who are experiencing behavior difficulties which are significant incidents, each bus driver is to use the Bus Conduct Chart, Form 8606 F1 as well as the Report Card, Form 8606 F2. The Chart should be kept on a daily basis to provide valid data for behavioral modification and/or disciplinary action. The cumulated daily charts can also form the basis for the Report Card which teachers can incorporate into student progress reports and IEP evaluations.

() The school staff will advise the transportation staff by memorandum or through the school secretary if a student has had a particularly difficult day and may require special attention on the bus.

() The primary daily contact between the transportation staff and the school staff will be the bus driver (with the transportation aide as an alternate) and the _____.

() Both the school staff and the transportation staff are expected to maintain confidentiality and protect the students' rights. Except for positive statements, information given by the drivers to the building staff should not be relayed to the student; nor should drivers relay information received from the building staff. Bus behavior should never be a subject of general conversation.

() Communication with parents is encouraged, particularly positive comments that are honest and sincere. It is important to develop means to maximize this effort.

Stopping Unacceptable Behavior

It is the District's intent to stop unacceptable behavior by using the minimum physical intervention necessary.

When necessary, a staff member may use reasonable physical intervention to stop an action that presents the risk of harm to the student, to others, or to property. This may include use of physical intervention to stop the action but would not extend to gross abuse and disregard for the health and safety of the student. Use of physical intervention should at all times be temperate and not excessive.

Significant Incidents

() First Occurrence

If a "significant incident" - one that creates a potentially dangerous risk of harm - occurs, the driver shall describe it on the Conduct Chart and submit it to the _____ for appropriate action.

Within _____ days, a meeting should be held with the driver, dispatcher, transportation aide(s), and _____, at the discretion of the principal to discuss the specific incident and whether an intervention program is needed.

() Subsequent Incidents

If the same type of behavior is recurring, the _____ is to consider the advisability of calling for a meeting of the IEP team to discuss alternatives.

() The _____ or a parent may request a meeting of the IEP team at any time to address behavioral difficulties and appropriate intervention strategies.

Alternate Transportation

() In the event a student has demonstrated severe behavior problems at school and cannot be adequately brought under control for the ride home, the student is not to be placed on the bus. The student is to remain at school and the parents called to transport the student home. If the parent cannot provide transportation, alternate means are to be provided. (It is important to keep in mind that alterations in transportation may be considered a change in placement.)

Suspension from Transportation

() The _____ may suspend a student from transportation, in accordance with District policies and guidelines related to suspension of disabled students. Incidents that may result in suspension include:

- () fighting on the bus;
- () hitting, kicking, or biting others on the bus;
- () smoking, drugs, alcohol;
- () destruction of school property;
- () throwing dangerous objects on the bus.

() When a student's behavior is unmanageable in spite of behavior management techniques, the suspension procedure may be initiated. This procedure may be initiated as a natural consequence of inappropriate behavior: to protect the student, other students, the driver or District equipment, or to provide time to help the student make the adjustment to transportation services.

Restoration of Riding Privileges

If a student is suspended from transportation, a meeting will be held prior to the student's resuming transportation. The meeting should include the principal, social worker, _____, bus driver, aide, and the parent. The meeting should address:

- () the behavior that caused the suspension;
- () development of a written plan to address the behavior.

This will require a well-defined follow-up schedule, beginning within ten (10) days, to determine if the plan is working.

SPECIAL EQUIPMENT USE AND OPERATION

There is a wide variety of equipment that may need to be used to accommodate the District's students with disabilities. The _____ is responsible for ensuring that appropriate members of the transportation staff understand the design and operating procedures for special equipment assigned to their use. They should also be able to conduct a proper inspection of the equipment and make simple adjustments in the field in case of breakdowns.

MEDICAL/HEALTH CONCERNS

It may be necessary for members of the transportation staff to be able to provide emergency and routine health care to students during the transportation process. They may also become exposed to communicable diseases which could be debilitating, and in extreme circumstances, fatal.

() It is the responsibility of the _____ to ensure that training is provided in two (2) major areas -- precautionary procedures; and care, intervention, and management.

Precautionary Procedures

All members of the transportation staff should be able to use standard precautions relative to handling of and exposure to communicable disease. Such precautions would include but not be limited to:

- A. characteristics of common communicable diseases;
- B. techniques for managing such common diseases;
- C. use of protective equipment and devices.

Care, Intervention, and Management

Staff members need to be able to implement any care plans developed during the IEP process to deal with special health risks, such as medically fragile, technology-dependent, and/or highly-disruptive students.

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Book AG 1st Draft Clean
Section 8000 Operations
Title TRANSPORTATION ROUTE PLANNING CRITERIA
Code ag8610
Status Proposed to Policy & Human Resources Committee

8610 - TRANSPORTATION ROUTE PLANNING CRITERIA

Routing

~~The routing of buses in the most efficient manner is a major factor in the conservation of fuel. In the establishment of routes, bus stops are to be placed primarily at intersections. In cases where a street is exceptionally long, a bus stop may be placed at the center of the block or at certain intervals.~~

~~Every effort shall be made to route in a way which allows kindergarten students to be picked up near their home.~~ Students living on hazardous roads or main highways shall also receive special transportation consideration.

General Criteria

Plans which take into account the following factors should create an effective routing system:

- Minimize the number of road hazards; e.g., steep hills, dangerous approaches to intersections, railroad crossings, narrow bridges, sharp curves, crowns of hills, and obstructions to visibility.
- Ensure that necessary "turnarounds" are safe and suitable in all weather conditions.
- Load and discharge students at points from which they need not cross main thoroughfares, crowns of hills, and obstructions to visibility in order to reach their homes.
- Plan routes so that most children do not have to ride in excess of one (1) hour and fifteen (15) minutes on the way to or from school. ~~(One (1) hour is generally accepted as an upper limit on riding time for a one-way trip.)~~
- Consider the number of stops to be made on each route; e.g., a short route with many stops may take as much time as a long route with few stops.
- Minimize stops on hills of appreciable grade. When necessary, the stop should be made as the bus is traveling downhill. Such stops should be made at a pull-off area or an area posted with a School Bus Safety sign.
- Avoid duplication and unnecessary mileage.
- Minimize the number of buses in use at any one (1) time, thereby decreasing the number of contract buses required.
- ~~Reserve choice routes for District-owned vehicles, thereby reducing mileage and wear and tear on District-owned vehicles.~~
- ~~Apply the policy governing minimum and maximum distances over which children will be transported equitably and consistently.~~
- Maintain a degree of flexibility for unforeseen circumstances.
- Assure clear visibility of at least 400 feet in each direction.

Legal [] Assure clear visibility of at least 400 feet in each direction.

Book AG 1st Draft Clean
Section 8000 Operations
Title ANTI-IDLING AND SMART DRIVING PROCEDURES
Code ag8615
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~~8615 — ANTI-IDLING AND SMART DRIVING PROCEDURES~~

~~In accordance with the Environmental Protection Agency's initiative to reduce air pollution from diesel school buses, all bus drivers shall adhere to the following procedures:~~

- ~~A. Limit idling time during early morning and/or afternoon warm up to the maximum time recommended by the manufacturer.~~
- ~~B. Turn off buses upon arrival at the unloading/loading area at any school and do not start them until it is time to depart from the unloading/loading area.~~
- ~~C. Adhere to the preceding procedures not only at the school when transporting students on field trips, but also at the site of the field trip.~~
- ~~() Wait in the designated, heated area inside the school until it is time to load instead of on the bus if you arrive early for a scheduled run.~~
- ~~() Inform your supervisor if it is necessary to have your bus' engine idling in order to operate the flashing lights.~~
- ~~() _____.~~

~~In accordance with the Environmental Protection Agency's initiative to reduce air pollution from diesel school buses, the _____ shall adhere to the following procedures:~~

- ~~() Assign the buses that have the cleanest emission rating to the longest trips.~~
- ~~() Remind drivers regularly that following other diesel vehicles too closely, either on regular runs or field trips, can contribute to higher concentrations of diesel exhaust inside and outside the bus.~~
- ~~() Include the most stringent emission control standards recommended by the E.P.A. when developing specifications for new buses.~~
- ~~() Include an allocation within the annual transportation budget to retrofit buses within the current fleet with new technologies in pollution control.~~
- ~~() Change circuit configurations so that the flashing lights are powered by the battery and do not require the engine to be running to be operational.~~

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Section 8000 Operations
Title BUS DRIVER PROCEDURES
Code ag8620
Status From Neola

8620 - **BUS DRIVER PROCEDURES**

A. Specific Responsibilities

1. () Conduct pretrip inspection of school bus prior to every trip.
2. () Use established routes and designated bus stops.
3. () Operate bus on approved time schedule.
4. () Report bus accidents and student injuries to authorities.
5. () Conduct emergency evacuation drills in keeping with school policies.
6. () Instruct riders regarding being responsible passengers.
7. () Drive defensively under varying traffic conditions and inclement weather.
8. () Drive with safety of riders as first priority.
9. () Report personal absences in time for supervisor to secure substitute driver.
10. () Report on and off the job at the proper time.
11. () Maintain personal fitness--emotional stability and physical capacity.
12. () Perform bus housekeeping duties.
13. () Never leave the bus when students are present.
14. () Never leave the keys on the bus.
15. () Fill fuel tank as required.
16. () Report bus defects to supervisor.
17. () Establish favorable working relationships with other drivers, maintenance personnel, teachers, students, principals, and total school staff.
18. () Exhibit positive image as a loyal representative of School District.
19. () Participate in taking extra trips according to the established procedure.
20. () Observe all procedures contained in State guidelines and the bus driver's manual.

B. Specific Performance Abilities

1. () Operate all vehicle types used in transporting students in the School District.
2. () Know the transportation policy as it pertains to the riding area of the School District.
3. () Demonstrate knowledge of administrative guidelines as made by local, State, and Federal authorities.
4. () Deal with behavioral characteristics of riders.
5. () Administer disciplinary procedures in keeping with school policies.
6. () Be alert and exercise good judgement concerning emergencies, disabled vehicles, and irregular special requests by parents of riders.
7. () Know location of and be able to use and/or operate the emergency and first-aid equipment.

C. Specific Legal Requirements to be Met

1. () Meet school bus driver certification requirements.
2. () Meet State requirements for appropriate licensing.
3. () Meet State physical examination requirements.

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Section 8000 Operations
Title NONROUTINE USE OF SCHOOL BUSES
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~~8651—NONROUTINE USE OF SCHOOL BUSES~~

~~The District's school buses may be used for purposes other than school purposes provided such trips do not interfere with routine school transportation services or other school uses and are in accordance with law and rules of the State. To be approved, a trip must have an educational purpose and be sponsored by a group that provides~~

- ~~educational;~~
- ~~cultural;~~
- ~~recreational;~~
- ~~vocational;~~
- ~~religious;~~
- ~~social services;~~
- ~~_____~~

~~activities to students or residents of the District.~~

~~The costs of nonroutine transportation shall be reimbursed to the Board:~~

- ~~in the amount of _____ percent of the actual cost of fuel, driver's salary and benefits, insurance, maintenance and service, and administrative overhead;~~
- ~~at a flat rate of _____ cents per mile.~~

~~Buses must be operated by the holder of a valid Wisconsin school bus driver's license who has been approved by the District Administrator.~~

~~Buses are to be driven by District drivers selected by the _____ on the basis of their knowledge, skill, and experience in operating a bus in the area to be traveled as well as their familiarity with the vehicle selected for use.~~

~~Insurance for nonroutine transportation shall be provided by _____.~~

~~A request for nonroutine transportation must be made no less than _____ weeks prior to the planned trip and must be approved by the _____.~~

~~One (1) or more adult chaperones, as approved by the _____, shall accompany each school bus required for any nonroutine trip involving school age passengers. The chaperone's responsibility shall be to assist the school bus driver in maintaining passenger control and in enforcing procedures for the safety of all passengers. A certified person licensed as a school bus driver may serve as a chaperone and driver concurrently.~~

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Section 8000 Operations
Title TRANSPORTING STUDENTS BY PRIVATE VEHICLE
Code ag8660
Status Proposed to Policy & Human Resources Committee

8660 - TRANSPORTING STUDENTS BY PRIVATE VEHICLE

These guidelines are to be followed whenever a staff member will be transporting students by a private vehicle whether it be his/her vehicle or some other person's. This guideline does not apply if the vehicle is a bus or van chartered from a licensed operator. In such cases, the Business Manager or designee ~~Transportation Department~~ shall be responsible for arranging for the chartered vehicle.

Determine that transportation by District vehicle is either not available or is not feasible.

Make sure that the intended private vehicle is in proper working condition per an authorized mechanic's inspection form on file in the District Office, seat belts are available for each passenger, and the vehicle is insured for liability in an amount not less than \$100,000.

The background check of the driver is clear and the driver's license of the driver is on file in the District Office.

Obtain written consent from each student's parent ~~using Form 8660 F2 -- Parental Consent for Transportation by Private Vehicle~~. No student shall be allowed to ride in the vehicle without his/her parent's written consent.

~~(-) Submit Form 8660 F1 -- Request for Transportation by Private Vehicle to the principal for his/her approval at least _____ days prior to the trip. Attach the parent consent forms to the request form.~~

Any students under the age of twelve (12) who are transported in a private vehicle are to be seated in the rear seat(s) of the vehicle.

If the trip is out-of-town and the transportation is approved, arrange for a copy of each student's Emergency Medical Authorization Form ~~5341 F1~~ which is to be kept in the vehicle during the entire trip.

Provide the school office with a list of names of the students who will be riding in the vehicle.

Upon return of the vehicle to the school, make sure each student has proper transportation home and remain at the school, until all students have left school property.

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Section 8000 Operations
Title TRANSPORTATION COST ANALYSIS
Code ag8670
Status Proposed to Policy & Human Resources Committee

8670 - TRANSPORTATION COST ANALYSIS

This guideline is designed to provide a more complete picture of the costs for student transportation. By developing a fuller cost analysis of this service, the District will be better able to determine how economical and effective the service is and what alterations might be explored to reduce costs and/or improve operations. Better cost analysis should also improve budget management, forestall miscalculations, and prevent year-end adjustments.

The purpose ~~of Form 8670-F1~~ is to define not only direct costs but also indirect or hidden costs which are often not related to transportation per se but have significant implications not only for that service but for the District's entire fiscal operation and condition.

In addition to indirect costs related to both transportation and capital assets, the analysis provides for the determination of "opportunity" costs, that is, what the District loses in value because certain funds or assets are not available for other purposes.

This cost analysis is the responsibility of the Business Manager working with the transportation contractor. It is to be reviewed and revised each year within 45 days after the close of the fiscal year.

Legal This cost analysis is the responsibility of the working with the

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Book AG 1st Draft Clean
Section 8000 Operations
Title INSURANCE
Code ag8710
Status Proposed to Policy & Human Resources Committee

8710 - **INSURANCE**

Insurance shall be placed with companies licensed by the State of Wisconsin. Insurance is to be placed through a qualified agent who shall be the agent of record on all policies, except that policies relating to annuities, group life, and accident and health may be placed through qualified agent(s), a direct-writing carrier, or a third-party administrator.

Each agent of record shall provide the following services, as appropriate to the type of insurance represented:

advice with respect to all insurance matters to the end that the District has adequate but not excessive insurance coverage at the lowest possible cost

~~safety and fire inspections~~

review of plans and specifications of all new buildings with the controlling Qualified Fire Insurance Rating Engineer in order to minimize penalty charges

prompt processing of claims

~~instructions on fire safety and prevention to the custodial staff~~

Qualifications of Agent(s)

Agent(s) shall be defined as an individual or organization whose MAJOR source of income arises from commissions received from the solicitation of insurance.

In the case of an individual, s/he must have been engaged in the solicitation of insurance for a period not less than one (1) year prior to his/her designation as agent(s) of record by the Board.

The agent(s) shall be duly licensed by the State.

In all cases where a person has an accident claim against the District, s/he is to be referred to the District Administrator who will, in turn, take appropriate action with the insurance company.

No principal or other employee is to offer aid or advice on how to proceed with such claims. The Office of the District Administrator will instruct people on the submission of bills and on means of pressing the claim.

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Book AG 1st Draft Clean
Section 8000 Operations
Title RELIGIOUS ACTIVITIES/CEREMONIES
Code ag8800A
Status Proposed to Policy & Human Resources Committee

8800A - RELIGIOUS ACTIVITIES/CEREMONIES

A great deal of professional judgment is needed to ensure that District policy complies with constitutional and legal safeguards for the practice of religion. A major guideline to follow is a four-part test. Each activity which may appear to be of a religious nature or use materials, rituals, or symbols which may be otherwise associated with a religion must meet all four (4) of the following conditions:

- Does it serve the educational purpose and goals of the District?
- Is the purpose of the activity secular?
- Will its effect neither advance nor inhibit a religion?
- Will it avoid excessive entanglements between the school and a religion?

This guideline applies to any and all activities and programs at all levels, particularly those that take place at traditional holiday seasons such as Christmas and Easter.

Prior to planning or conducting an activity, it would be well to review the District's two (2) policies dealing with religious matters -- Policy 2270 and Policy 8800. If a teacher has any question about the propriety of the activity, s/he should consult with the principal prior to making a decision.

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Book	AG 1st Draft Clean
Section	8000 Operations
Title	RELIGIOUS EXPRESSION IN THE DISTRICT
Code	ag8800B
Status	Proposed to Policy & Human Resources Committee

8800B - RELIGIOUS EXPRESSION IN THE DISTRICT

The following guidelines apply to religious practices in the District in accordance with the "Statement of Principles" issued by the U.S. Department of Education.

Student Prayer and Religious Instruction

The Establishment Clause of the First Amendment does not prohibit purely private religious speech by students. Students have the same right to engage in individual or group prayer and religious discussion during the school-day as they do to engage in other comparable activity. ~~For example, students may read their Bibles or other scriptures, say grace before meals, and pray before tests to the same extent they may engage in comparable non-disruptive activities.~~ Local school authorities possess substantial discretion to impose rules of order and other pedagogical restrictions on student activities, but they may not structure or administer such rules to discriminate against religious activity or speech.

Generally, students may pray in a non-disruptive manner when not engaged in school activities or instructions and subject to the rules that normally pertain in the applicable setting. Specifically, students in informal settings, such as cafeterias or hallways, may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities and speech. Students may also speak to, and attempt to persuade, their peers about religious topics just as they do with regard to political topics. School officials, however, should intercede to stop student speech that constitutes harassment aimed at a student group or a group of students.

Before or after school, students may also participate in ~~before or after school~~ events with religious content, ~~such as "see you at the pole" gatherings,~~ on the same terms as they may participate in other noncurriculum activities on school premises. School officials may neither discourage nor encourage participation in such an event.

The right to engage in voluntary prayer or religious discussion free from discrimination does not include the right to have a captive audience listen or to compel other students to participate. Teachers and school administrators should ensure that no student is in any way coerced to participate in religious activity.

Graduation Prayer and Baccalaureates: Under current Supreme Court decisions, school officials may not mandate or organize prayer at graduation nor organize religious baccalaureate ceremonies. If a school generally opens its facilities to private groups, it must make its facilities available on the same terms to organizers of privately sponsored religious baccalaureate services. A school may not extend preferential treatment to baccalaureate ceremonies and may in some instances be obliged to disclaim official endorsement of such ceremonies.

Official Neutrality Regarding Religious Activity: Teachers and school administrators, when acting in those capacities, are representatives of the State and are prohibited from endorsing particular religious beliefs. Teachers and administrators also are prohibited from discouraging activity because of its religious content and from soliciting or encouraging anti-religious activity.

Teaching About Religion: Public schools may not provide religious instruction, but they may teach about religion, ~~including the Bible or other scripture~~, the history of religion, comparative religion, ~~the Bible (or other scripture)~~ scriptures as literature, and the role of religion in the history of the United States and other countries all are permissible public school subjects.

Similarly, it is permissible to consider religious influences on art, music, literature, and social studies. Although public schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, schools may not observe holidays as religious events or promote such observance by students.

Student Assignments: Students may express their beliefs about religion in the form of homework, artwork, and other written and oral assignments free of discrimination based on the religious content of their submissions. Such home and classroom work should be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical concerns identified by the school.

Religious Literature: Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities. Schools may impose the same reasonable time, place, and manner or other constitutional restrictions on distribution of religious literature as they do on nonschool literature generally, but they may not single out religious literature for special regulation.

Religious Excusals: Subject to applicable State laws, schools enjoy substantial discretion to excuse individual students from lessons that are objectionable to the student or the students' parents on religious or other conscientious grounds. School officials may neither encourage nor discourage students from availing themselves of an excusal option.

Released Time: Subject to applicable State laws, schools have the discretion to dismiss students to off-premises religious instruction, provided that schools do not encourage or discourage participation or penalize those who do not attend. Schools may not allow religious instruction by outsiders on school premises during the school day.

Teaching Values: Although schools must be neutral with respect to religion, they may play an active role with respect to teaching civic values and virtue, and the moral code that holds us together as a community. The fact that some of these values are held also by religions does not make it unlawful to teach them in school.

Student Garb: Students may display religious messages on items of clothing to the same extent they are permitted to display other comparable messages. Religious messages may not be singled out for suppression, but rather are subject to the same rules as generally apply to comparable messages, subject to accommodation for religiously required attire, ~~such as yarmulkes or headscarves.~~

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Book	AG 1st Draft Clean
Section	8000 Operations
Title	CARE, CUSTODY, AND DISPLAY OF THE UNITED STATES FLAG
Code	ag8800D
Status	Proposed to Policy & Human Resources Committee

8800D - **CARE, CUSTODY, AND DISPLAY OF THE UNITED STATES FLAG**

The following rules and customs will be observed concerning the care, custody, and display of the flag of the United States of America:

- A. The flag should be displayed in or near every school building in the District during each day school is in session.
- B. The flag should be displayed every day in or near the School District's administration or central office.
- C. The flag should be displayed only from sunrise to sunset when it is displayed on a building or on a stationary flagstaff in the open. The flag may be displayed twenty-four (24) hours a day if properly illuminated during the hours of darkness.
- D. The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.
- E. When the flag is carried in a procession with other flags, it should be on the flag's own right. If it is a line of flags, it should be in front of the center of the line.
- F. The flag should not be draped over the hood, top, sides, or back of a vehicle.
- G. When the flag is displayed with another flag against the wall from crossed staffs, it should be on the flag's own right and its staff should be in front of the staff of the other flag.
- H. When the flag is displayed from a staff projecting horizontally or at an angle from the windowsill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff.
- I. When the flag is displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right.
- J. When the flag is used on a speaker's platform, it should be displayed flat on the wall and above and behind the speaker.
- K. When the flag is displayed from a staff in the auditorium, the staff should be displayed in the position of honor at the speaker's right as s/he faces the audience. Any other flag should be displayed to the left of the speaker.
- L. The flag shall be flown at half-staff as follows:

From the day of death and ---

1. For thirty (30) days for the President or a former President
2. For ten (10) days for the Vice President, the Chief Justice or a retired Chief Justice of the United States, and the Speaker of the House of Representatives
3. Until interment for an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, and the Governor of a State
4. On the day of death and the following day for a member of Congress
5. By order of the President

6. By order of the Governor of Wisconsin

On Memorial Day until noon, and then it is to be raised to the top of the staff.

When a flag is flown at half-staff, it is to be positioned at one-half the distance between the top and bottom of the staff.

M. The flag should not be dipped to any person or thing.

N. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

O. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

P. The flag should always be carried aloft and free.

Q. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

R. The flag should never be used as a covering for a ceiling.

S. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

T. The flag, when it is in such a condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

U. The flag should be folded as follows when being stored:

1. Straighten out the flag to full length and fold lengthwise once.
2. Fold it lengthwise a second time to meet the open edge, making sure that the union of stars on the blue field remains outward in full view.
3. A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
4. The outer point is then turned inward parallel with the open edge to form a second triangle.
5. This diagonal or triangular folding is continued toward the blue union until the end is reached with only the blue showing and the form being that of a cocked hat.

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Book	Administrative Guideline Manual
Section	7000 Property
Title	Copy of STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	ag7540.04
Status	Proposed to Policy & Human Resources Committee

7540.04 - STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Staff members are authorized to use the Board of Education's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech") for educational and professional purposes. Use of Education Technology is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action and/or civil criminal liability (see Sec. 943.70, Wis. Stat. (Computer Crimes), Sec. 947.0125, Wis. Stat. (Unlawful Use of Computerized Communication Systems)). Prior to accessing the Education Technology, staff members must sign the Staff Education Technology Acceptable Use and Safety Agreement. Staff members must complete mandatory annual training.

Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Staff members are responsible for their behavior and communication using the Ed-Tech. All use of the Education Technology must be consistent with the educational mission and goals of the District.
- B. Staff members may only access and use the Education Technology by using their assigned account and may only send school-related electronic communications using their District-assigned email addresses. Use of another person's account/e-mail address/password is prohibited. Staff members may not allow other users to utilize their passwords. Staff members may not go beyond their authorized access. Staff members are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- C. Staff members may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the District's network. Staff members may not intentionally disable any security features of the Ed-Tech.
- D. Staff members may not use the Education Technology to engage in "hacking" or other illegal activities (e.g., software pirating, intellectual property violations; engaging in slander, libel or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances or goods.
 - 1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Staff members shall not knowingly or recklessly post false or defamatory information about a person or organization. Staff members are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 - 2. Staff members shall not use the Education Technology to 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, national origin, sex, sexual orientation or transgender identity, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment, is grounds for discipline, up to and including termination. Such actions will be reported to local law enforcement and child services as required by law.

- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Ed-Tech for commercial purposes, advertising, or political lobbying is prohibited.
- G. Staff members are expected to abide by the following generally accepted rules of online etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's Education Technology. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a staff member is told by a person to stop sending him/her messages, the staff member must stop.
 4. Do not post information that, if acted upon, could cause damage or danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Education Technology, unless there is prior written parental approval or it is otherwise permitted by Federal and/or State law.
 6. Check e-mail, at least daily per employee handbooks. Nothing herein alters the staff member's responsibility to preserve e-mail and other electronically stored information that constitutes a public record, student education record and/or a record subject to a Litigation Hold.
- H. Use of the Education Technology to access, process, distribute, display, or print child pornography and other material which is ~~obscene, objectionable, inappropriate or~~ harmful to minors are prohibited. For example, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that 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, and material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures on all computers with Internet access that protect against access to visual depictions that are obscene, child pornography, and/or harmful to minors. These measures are operating at all times, and enable the Board to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. We also rely on and respect each family's right to decide whether to allow their children access to the Internet.

- I. Malicious use of the Board's Education Technology to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited. Staff members may not engage in vandalism or use the Ed-Tech in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Staff members may not use the Board's Ed-Tech in such a way that would disrupt their use by others. Staff members should refrain from intentionally wasting limited resources.
- J. All communications and information accessible online should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto school-owned equipment or contracted online education services is prohibited, without prior approval from Technology Director. If a staff member transfers files from information services and electronic bulletin board services, the staff member must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a staff member transfers a file or software program that infects the District's Ed-Tech with a virus and causes damage, the staff member will be liable for any and all repair costs to make the Education Technology once again fully operational.
- L. Staff members have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Ed-Tech, including, but not limited to, computers, laptops, tablets, personal communication devices, networks or Internet connections or online education services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A staff member's use of the Ed-Tech constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Ed-Tech and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to a discovery that a

staff member has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a staff member has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Staff is reminded that their communication is subject to Wisconsin's public records laws and FERPA (See Policy 8330). The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

- M. Use of the Internet and any information procured from the Internet is at the staff member's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in class should be cited the same as references to printed materials. The Board is not responsible for financial obligations arising through the unauthorized use of the Ed-Tech. Staff members will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Ed-Tech by the staff member.
- N. Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent on the "Student Education Technology Acceptable Use and Safety Agreement Form."
- O. Proprietary rights in the design of websites hosted on the Board-owned District-affiliated or leased servers remains~~s~~ at all times with the Board without prior written authorization.

Staff members are required to limit student exposure to commercial advertising and product promotion when developing the District or classroom websites or giving other assignments that utilize the Internet. Under all circumstances, staff members must comply with COPPA.

Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

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Legal	943.70, Wis. Stat.
	947.0125, Wis. Stat.
	Family Educational Rights and Privacy Act of 1974, as amended
	H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
	18 U.S.C. 2256
	18 U.S.C. 1460
	18 U.S.C. 2246

Last Modified by Melanie Oppor on March 28, 2019



Book	AG 1st Draft Clean
Section	5000 Students
Title	PUBLIC PERFORMANCES BY STUDENTS
Code	ag5880
Status	Proposed to Policy & Human Resources Committee

5880 - PUBLIC PERFORMANCES BY STUDENTS

The Board of Education in its Policy 5880 has recognized the value to students, the District, and the community of students sharing their talents and skills with the community through participation and performances in public events.

General Guidelines

- A. Staff members in charge of student groups who wish to perform out of the District at local events as an integral part of the instructional program shall submit the field trip plan to the principal for approval.

If the performance involves an overnight or extended trip, the request shall be submitted to the District Administrator by the principal in accord with AG 2340C who will submit it to the Board for approval.
- B. Priority will always be given to District-related performances. Non-district performances have priority in the following order: the local School District's community, other nearby school districts, and communities outside the District.
- C. When public performances are scheduled as a regular part of a course of study taken for credit, students shall be informed in advance of the obligation to participate and will be excused from participation only in accordance with the rules and administrative guidelines governing school attendance.
- D. When a request for public performance is not part of the regular program, all students who are members of the group invited to perform are polled for their willingness to do so and no request for a performance be granted unless the faculty advisor believes a sufficient number will participate to represent the school fairly and will acquire a valuable learning experience.
- E. Parents may submit a written request to the principal to excuse their student from public performances and/or events without adverse ramifications (i.e. class grade, attendance, etc.) where the performance venue or purpose is not in keeping with the beliefs or values system of the student's family. Excuses shall be accepted.
- F. No student, group of students or employees of this Board may receive personal compensation for the performance in public of students organized for a school activity but may collect a donation to an approved student activity fund.
- G. All non-district performances shall be under the supervision of the professional staff of the District.
- H. All costs and expenses directly associated with the performance shall be borne by the sponsoring organizations other than transportation.
- I. No non-district, non-curricular-related activity should involve extensive rehearsals or loss of school time.
- J. No performance is to be used to promote competitive goods or services; commercial implications, if present, must not be more than incidental.
- K. Participation in non-district activities where admission fees are charged is allowable only if the proceeds are for charitable, educational, or civic purposes.

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Last Modified by Melanie Oppor on March 6, 2019

Title I Schoolwide Program Plan for

Manawa Elementary School

Written during the 2017-2018 School Year

Updated April 2019



School Information

School Name:	Manawa Elementary School
School Address:	800 Beech Street
Building Principal:	Mrs. Michelle Pukita
Email Address:	mpukita@manawaschools.org
Phone:	(920) 596-2559
FAX:	(920) 596-5308
Title IA Coordinator:	Melanie Oppor/Jacquelyn Sernau
Phone:	(920) 596-5300/ (920) 596-5738
Email Address:	moppor@manawaschools.org / jsernau@manawaschools.org

Planning Year:	2017-2018 revised 2019	Local School Board approval date:	
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District Information

School District Name:	School District of Manawa
Superintendent:	Dr. Melanie J. Oppor
Phone:	(920) 596-5308
Email address:	moppor@manawaschools.org

Superintendent's Signature

Date

Schoolwide Planning Team

Date when Plan will be implemented: 2017-2018- revised 2019

Parents:	Jen Rosin, Tina Bowen, Amanda Ratchje
School Staff: <i>(include position)</i>	Valerie Pari- Math Specialist/Interventionist Judy Connelly- Reading Interventionist
Administrator(s): <i>(include position)</i>	Michelle Pukita- Elementary Principal Jacquelyn Gast- District Reading Specialist
Community Members:	Jen Rosin, Tina Bowen, Amanda Ratchje
Others (Optional):	

Planning Process

This schoolwide plan is designed around the “Ten Comprehensive Components of a Schoolwide Plan.”

Manawa Elementary School is considered a Schoolwide Title I school. Schoolwide programs serve **all** children in a school. **All** staff, resources, and classes are part of the overall Schoolwide program. The purpose is to generate high levels of academic achievement in core subject areas for **all** students, especially those students most in need

Schoolwide Planning Summary

The following table summarizes the steps and activities of our planning process. This includes planning team meetings, subcommittee work sessions, parent meetings, staff meetings, etc. when planning took place as well as other activities conducted that contributed toward the development of this plan (i.e. needs assessment data collection and analysis, inquiry process).

Meeting Dates	Agenda Topics/ Planning Steps	Participants at Meetings (check all that apply)		
		School/ District Staff	Parents	Community Members
10/18/17	Began digging into Data for Needs Assessment	X		
10/19/17	Discussed school data	X		
10/20/17	Drew up a plan for committee and assigned roles	X		
12/1/17	Check in on plan writing	X		
2/9/18	Check in on plan writing and sharing progress	X		
3/14/18	Check in progress and projection for finishing plan	X		
4/17/18	Review and Revision of Plan	X	X	X
5/3/19	Review and Revision	X		
5/6/19	Review and Revision	X		
5/13/19	Shared Plan with teachers/parents-- gathered input for changes	X	X	X

Communication Plan

Processes and opportunities to develop the SW plan:

The School District of Manawa will establish a Title I team to work on our schoolwide plan. It is essential that we have representation from administration, teachers, and community members. The reading specialist will coordinate the meetings that will take place to review data and discuss the plan. The reading specialist and the interventionists will attend CESA 6 Title I Schoolwide Program Writing workshops throughout the year to keep abreast of new information and receive guidance and support. This plan will be reviewed annually.

Processes and opportunities to inform, solicit and receive input from stakeholders:

Once the initial meetings have taken place, the reading specialist will contact the community members that are part of the team. We will meet to discuss the progress of the plan and review and make changes based on stakeholder input.



School Profile

Manawa Elementary School

400 Beech Street
Manawa, WI 54949
(920)596-5700

Manawa Elementary School is a 4K-6th grade school proudly serving approximately 350 young learners in central Wisconsin. The following profile is a brief summary of our school's mission statement and annual goals based on our assessment data. Our entire staff is committed to working in partnership with our families and community to make this the best school possible for our kids. We want all to feel welcomed and valued.

MES Mission Statement:

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

Our Strengths:

In addition to our amazing students, our dedicated staff, families, and community are what make Manawa Elementary a great place to be. As a school that serves young learners from 4K-6th grades, we understand and value the uniqueness and talents of all learners. Through our continual work with student achievement data, we as a school work hard to meet the needs of ALL students.

Manawa Elementary School Principal:

Michelle Pukita

State Report Card:

Please use the following Department of Public Instruction site to access our school report card: <https://apps2.dpi.wi.gov/reportcards/home>

Fast Facts:

Grades	K4-6
School Type	Elementary
Enrollment	332
Percent Open Enrollment	3.9%

Race/Ethnicity

American Indian/Alaska Native	0.6%
Asian	0.6%
Black or African American	0.3%
Hispanic/Latino	3.0%
White	93.4%
Students with Disabilities	11.7%
Economically Disadvantaged	34.6%
English Learners	0.6%

Ten Components of the a Schoolwide Plan

I. Data/Conclusions (Needs Assessment)

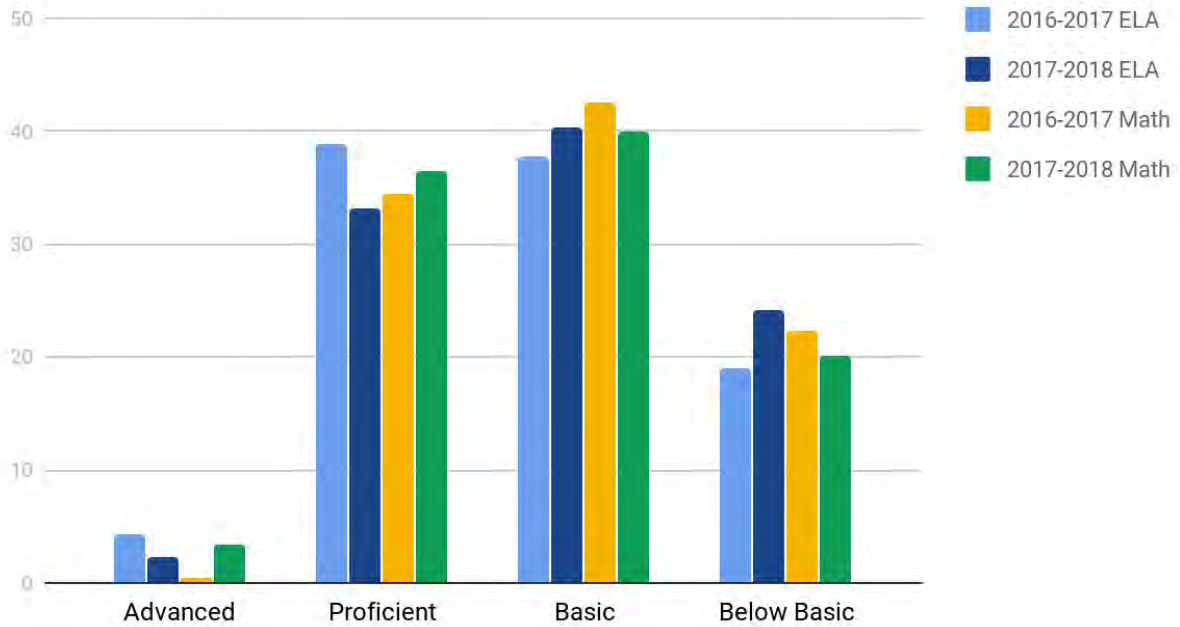
Analyzing data is a daily practice at Manawa Elementary School. Not only do the interventionists review their students' data often, but a building consultation team (BCT) sits down for an hour and a half each week to discuss our students' progress. Teachers also have an hour and a half early release time for data review and discussion each week.

This Comprehensive Needs Assessment will review our Standardized State Test data (the Forward Exam) along with STAR data (our universal screener) and our Fountas and Pinnell Running Record Assessment data. A Parent Perception Survey was also used to get a general feel for our stakeholders feelings regarding communication with the school and other valuable information that will help us to improve our building and our student achievement.

Forward Data (2018)

Overall Snapshot

Forward



Fountas and Pinnell Running Records (Fall/Winter)

Grade	Percentage of Students Below Grade Level (Fall)	Percentage of Students Below Grade Level (Winter)
Grade 1	50	45
Grade 2	28	17
Grade 3	12	16
Grade 4	20	22
Grade 5	19	21
Grade 6	29	24

STAR Reading	Fall 2018	Winter 2019
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Grade Level	Percentage of Students Below Benchmark	Percentage of Students Below Benchmark
1	55	58
2	69	50
3	41	27
4	37	35
5	57	47
6	57	42

STAR Math	Fall 2018	Fall 2018	Winter 2019	Winter 2019
Grade Level	Number of Students Below Benchmark	Percentage of Students Below Benchmark	Number of Students Below Benchmark	Percentage of Students Below Benchmark
1	18	40	9	20
2	14	55	10	38
3	8	25	5	15
4	17	34	9	18
5	6	16	9	23
6	11	30	4	11

The data from our statewide assessment (The Forward) is not as positive as we were hoping for. It appears that the number of advanced students is dropping in both ELA and Math, and our percentages for basic and below basic are increasing. We want to

be able to push our high achievers into the advanced category and keep all of our students growing. We need to look to close the gap and analyze this data more in depth.

The Fountas and Pinnell running records seem to show growth in some grades and not in others. Due to the expected achievement levels at each grade band, some students are making gains, but they are not quite up to the projected goal. Hopefully, with the work of small group instruction (both strategy groups and guided reading groups), these students can make the growth that is expected.

The STAR screening data is showing a different snapshot of the growth of our students in both reading and math. While both areas are still in need of improvement, it appears students are improving and that the number of students that were below grade level in reading and math are decreasing. With our added focus on math achievement, it makes sense that our data is reflecting those improvements in math. We now need to establish a way to balance our instructional initiatives and attention to all subject areas to bolster student growth.

The parent perception survey that was handed out at parent/teacher conferences indicates that overall, parents are happy with the school and the communication they receive from their child's teacher. Every survey returned showed that parents feel welcome in our school. One of the common themes was the desire to learn more about how to help their student with homework and support in both reading and math. This is an area we will be sure to address as we plan upcoming family engagement nights.

II. School-Wide Reform Strategies

There are many ways that the staff at Manawa Elementary School is working to improve the quality of instruction. The first is with our weekly early release Wednesday PLC time. Grade level teams of teachers meet to discuss student data and adjust pacing and instructional plans to meet the students' needs. Along with this, teachers develop common assessments to measure the success of students as they work through the standards of each unit.

The staff at MES has discovered that our Forward assessment data shows we are increasing in the number of students who are scoring Basic or Below Basic in the areas of math and reading. Because of this, many of our teachers have decided to make their SLO based on increasing math achievement. They have decided to spend more time allowing students to write out their thoughts when they solve a problem and analyze

math errors. They plan to include more “Math talk” in class so students have an opportunity to share their thinking with their peers. They have also committed to look at sample questions from the Forward exam so that they can adjust the way in which they are asking questions of students. All of these strategies are in place to hopefully close the gaps with our math achievement data.

According to our Forward data, we are not doing as well in reading as we are in math. We are dropping with the number of students who qualify for the Advanced level and our Basic category is increasing. Part of this is that we, as a school, have spent so much focus on helping to improve our struggling students that we have neglected to provide enrichment for our advanced students. We are working to change this. This year we have written/revised and adopted a Gifted and Talented Plan that sets some guidelines for teachers and parents to refer students they feel qualify. We have identified these students in each individual class and are providing them Project Based Learning opportunities during our intervention time each day. These students also are being challenged by working on reading and math programs that are adaptable to their level of proficiency.

According to our STAR data, students are making growth in both reading and math as the year continues, but there is still a long way to go to have all students at benchmark. One of the strategies that we have implemented is to train teachers on how to look at their individual student’s data and goal setting within the program. If they take the time to look at the exact skills that their students are doing poorly in, they can find resources to help fill these gaps. Taking a more active role in using the STAR data will hopefully decrease the number of students falling into the category of below benchmark need.

Another reform strategy we have used as a whole-school is to work to make our daily intervention time (Wolf Time) more beneficial and useful for students. Grade levels meet every 8-10 weeks to see if students are being placed where they belong. For example, if a student shows they need math intervention in the beginning of the year based on their previous data, but over the course of the first quarter they are making large gains, they may be moved out of the intervention and receive basic math fact work time or math enrichment. The same goes for reading. Our teachers work with students on comprehension and fluency in reading if their scores indicate they need that support. If they do not, they are assigned a group for Project Based Learning opportunities. Understanding that we need to make sure the system is “fluid” and able to change

according to data and student need shows that we are cognizant and vigilant to making sure our students' needs are being met.

Beginning in the 2019-2020 school year, the reading specialist and principal will meet with grade level teams to discuss pacing of instruction and student data. These meetings should allow an opportunity to look very specifically at each class's achievement levels so that instruction can be data-driven. Hopefully this will help to increase reading and math success.

One last reform strategy to mention is the fact that our school offers a summer school remediation program for our struggling readers and math students. Programming is designed to be as individualized as possible to meet the specific needs of our struggling students. It is offered to anyone who signs up and wants to work on their skill deficits. We do not require students to attend; however, if a student is falling below benchmark, it is strongly encouraged that they participate.

III. Instruction by Highly-Qualified Teachers

All staff in the School District of Manawa are highly qualified. Not only do we ensure that we have the correct licensure each time we hire for a position, but all our support staff have either had classroom experience or have completed the Master Teacher requirements.

The School District of Manawa is working at a plan for teacher retention because we believe that retaining teachers not only helps our students, but it makes for a more unified teaching staff that can work together to carry out our vision. Most recently, the pupil services committee has worked hard at identifying the qualities for effective instruction. This will be shared with current staff for personal reflection as well as for newly hired staff to ensure they fit our expectations. Please find the complete document below that identifies these qualities.

Effective Instruction

- Instructional Delivery
 - Teaching occurs in the middle of the learners
 - 80% student talk, 20% teacher talk
 - Technology is used in a purposeful and innovative manner

- Lesson objective is written, verbalized, and reinforced throughout the lesson
- Real-world application and high order questioning; includes open-ended questions
- Differentiation of materials and lesson delivery
- Student goal setting and student reflection
- Instructional Planning
 - Backward planning - start with the end in mind
 - Intentionally planning questions, transitions, content, differentiation, and assessments linked to the standards
 - Collaborate with colleagues (interdisciplinary, specialists, guidance, etc.) to ensure all student needs are met
- Professional Knowledge
 - Demonstrates accurate knowledge of the subject matter
 - Knowledgeable of research/evidence-based practices
- Assessment for and of Learning
 - Formative assessment results are used to differentiate, inform, and guide instruction
 - Summative assessments are written before the unit/lesson is taught
 - Timely feedback of assessment results to all stakeholders
 - Common assessments are used to measure learning
- Learning Environment
 - Builds relationships with students, parents, and colleagues
 - Creates an environment that is conducive to engaging all learners
 - Effective routines and procedures
 - Promotes digital citizenship
- Professionalism
 - Collaborates with colleagues to share responsibility for all learners
 - Networks with professionals in and outside the district
 - Reflects on instructional practices
 - Demonstrates appropriate communication with students, colleagues, administration, parents, and community
 - Willingness to seek out professional development opportunities to grow as a teacher

IV. High Quality and Ongoing Professional Development (may be included in implementation activities)

The administrative team has taken up the task of writing a five-year professional development plan for the school district. After looking at student achievement data along with teacher perception surveys, the following has been determined as our focus area and goals in which to measure our progress. Please use attached link to an overview of our plan: ([Plan on a Page](#)) Along with forward planning for professional development, the district also provides some current PD for our staff. The elementary teachers receive STAR data training to learn how to more specifically understand and use their student data. The staff also participates in ongoing book studies on various topics. The reading specialist also serves as an instructional coach and offers both reading and writing support for teachers.

V. Strategies to attract highly-qualified teachers

The School District of Manawa takes great pride in its staff and wants the very best instructors. The district's SAM (Salary Advancement Model) is salary program that allows us to remain competitive with surrounding school districts and provides incentives for teachers to pursue professional development opportunities.

Below is the Hiring Process and Timeline for Hiring Effective/Quality Instructors for our school district.

Hiring Process and Timeline for School District of Manawa

Posting Process

- Review position description
- Establish timeline for posting, interviews and approval of candidate
- Post internally via email by District Office Secretary simultaneously with external posting; internal candidate requests transfer to a different position
- Post externally to WECAN and District Webpage to include qualifications and job description (or local newspapers, radio, local t.v., etc.) by District Office Secretary and send to Board of Education Members via email
- Develop interview questions
- Determine interview team(s)

Searching Timeline

- Post for at least two weeks or until filled
- Develop interview questions (drafted by District Administration with Admin. Team for

administrative and teaching positions; drafted by principals for support staff)

- Determine interview teams
 - 1st Round for teachers is conducted by a combination of stakeholders to include the principal, teachers, parents, and students (if age appropriate).
 - 2nd Round for teachers is conducted by the Admin. Team.
 - 1st Round for administrators is conducted by a combination of stakeholders to include the superintendent, teachers, parents, and students (if age appropriate).
 - 2nd Round for administrators is conducted by the Board of Education.
- Review applications
- Conduct initial reference checks
- Call candidates for 1st round of interviews
- 1st round interviews
- Call candidates for 2nd round of interviews
- Conduct final reference and background checks
- 2nd round of interviews
- Confirming interview with District Administrator (financial and district expectations)
- Recommend candidate to Board of Education

Transition Process

- Candidate to be introduced
- Transition plan developed and shared with candidate for a smooth entry into the position
- Transition days to occur
- Position start day

Staff and Program Change Proposals

- November - Written proposal is submitted to District Administrator by principals and directors for the following school year
- December – District Administrator compiles list of staff and program change proposals
- December – Business Manager assigns dollar value to each change proposal
- January - Finance Committee meets with Administrative Team to balance additions and reductions based on presenting a total balanced budget to the full Board
- January/February – Full Board of Education approval of staff and program changes as part of the balanced budget; apprise personnel affected by changes

prior to the Board meeting

- February/March – Create job descriptions, post new positions, and begin timeline beginning at the beginning of this procedure
- March – Issue contracts
- April 15 – Contracts due

VI. Parent Involvement Strategies

The following is our school district's policy for parent involvement:

9250 - RELATIONS WITH PARENTS

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts *in loco parentis* or in place of the parents.

The Board recommends that the following activities be implemented to encourage parent-school cooperation:

- A. parent-teacher conferences to permit two-way communication between home and school
- B. meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- C. special events of a cultural, ethnic, or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community
- D. open houses in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first-hand basis

Each school in the District shall hold an open house at least annually.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's intentional in-school behavior;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences, meetings, and workshops set up for the exchange of information of the child's progress in school.

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Manawa Elementary School recognizes the importance of the home and school connection. Student success is enhanced when students, parents, and teachers all work together. We strive to create a welcoming environment where families feel comfortable and are confident that we focus on their child's safety and success.

When asked on the annual parent survey, parents overall felt comfortable at our school. Our attendance at Parent/Teacher conferences averages about 90%. While this is positive, the same participation isn't always prevalent at literacy/math nights. We have offered many different opportunities for families including learning about the reading and writing workshop, math night, and other read with your child nights. We will continue to survey our parents to find out what they are interested in learning about as well as a preferable time to attend.

Below is a list of some of the Parent Involvement Opportunities from the 2018-2019 school year-

Event	Date
Open House	August 29
Fall Parent Teacher	October 4

Conferences	November 8
Book Fair	November 8, May 2
Wolf Walk	October 12
4K Family Fun Night	February 28
Parent Teacher Conferences	February 28
Holiday Concert	December 19
Author Visit	March 29
Young Writers Festival	March 30
PTO meetings	9/10, 10/12, 5/13
Art Show//Kickstart to Kindergarten	May 2
PTO Fun Day	June 4

VII. Transitioning Students

Manawa Elementary School offers an Early Childhood Program as well as a 4K program. The Early Childhood teacher makes sure that her students not only receive the individual skills practice they need, but they are included in many of the 4K learning opportunities as well.

This year, in coordination with our Title I program, the 4K team invited all parents of incoming preschool students to participate in a family fun and information night.

Families had the opportunity to explore many different stations with hands-on activities they could complete with their child. They also got a tour of the school, an opportunity to meet the 4K teacher and principal, and ask any questions regarding their child and their transition into school. There is also a summer school program offered for our students transitioning into kindergarten.

Manawa Elementary School continues to work hard at helping the transition of our students from sixth grade to the Jr/Sr high building which is grades 7-12. When semester rolls around, many of the sixth-grade teachers will no longer allow their students to leave their notebooks and books in their classroom desk. They are asked to learn how to become organized and rely solely on keeping their materials in their locker. This simulates the experience they will have in junior high. Students and teachers also take a day to tour the junior high and meet the teachers. This is often a time for many apprehensive students to get their questions answered and get a feel for what to expect. As a district, we also offer a Summer School Transitions class for our students where they learn how to use their locker, stay organized, test-taking skills, and other useful strategies to make their transition to junior high successful. In addition, all teachers in each grade fill out transition forms for students so that their next teacher is aware of their strengths, needs, and any additional support they will need to provide to ensure the students start the new year set up for success.

VIII. Teacher Participation in Assessment Decisions

Beginning in the 2017-2018 school year, teachers are given an hour and a half each Wednesday for PLC time. During this time, teachers can work with their grade level team on reviewing student achievement data, goal-setting, and developing common assessments. Teachers have also been given training on how to use our STAR assessments to provide skill intervention or enrichment to our students. Having a key role in analyzing and using data makes it more relevant for teachers so there is a strong connection between data and the curriculum.

IX. Timely and Additional Assistance to Students Having Difficulty Mastering the Standards

MES prides itself on our continually-improving Rtl model. A Building Consultation Team meets weekly to discuss students that are not making gains or having difficulty mastering the standards. Teachers sign up to be part of the meetings and bring useful

data, so the team can decide for intervention and support. The following link will take you to the [District Rtl Plan](#).

We feel it is critical to find our students strengths and weaknesses and create ways to either help enhance their skills or improve their skills. Because of this, thirty minutes a day are set aside for Wolf Time. Wolf Time is an opportunity to work on skill deficits with a teacher that re-teaches and uses programs to close gaps, or it is an enrichment time to work on Project-Based Learning opportunities to enhance our above-benchmark students. Students that do need remediation for their skills are put into a Tier 2 intervention. They are given small group support from either a teacher or a math or reading interventionist. We monitor these students using progress monitoring tools to see if they are making improvements.

The most important part of our Rtl process is that we realize that our groups of students are always changing. Grade level teams meet quarterly or sometimes sooner if there is new data, and they determine their new groupings of students. This constant monitoring and willingness to provide useful, tailored support for students makes our Wolf-Time an imperative part of the school day.

X. Coordination and Integration of Federal, State, and Local Resources

Manawa Elementary School utilizes its Title I resources to provide teachers who specialize in reading and math instruction. These staff members work with all children in the school, but they are the main resource people for students needing additional support. In addition to these federal funds, MES uses other state and local resources to best meet the needs of our students and our school's mission. Utilization of all these resources follows federal requirements.

The following is a list of programs that have been made possible through state and local resources:

- Free and Reduced meals for qualifying families
- After School Care on Early Release Days
- School Counselor, Nurse, Speech Therapist and Part-Time Psychologist
- Special Education Services
- Physical and Occupational Therapy
- Seal-A-Smile Dental Assistance
- Routine screenings for hearing, vision, or academic concerns
- Growth and Human Development Classes

- Red Ribbon Week
- Project Backpack (food for families in need)
- Project Back-to-School Backpack (school supplies for students in need)
- Clothing Drive
- Summer School Program for extended learning opportunities
- Intervention materials and support programming for both gifted and at-risk students
- PD opportunities for all staff
- PBIS incentive program
- Student Council

Dissemination, Review and Revision

This schoolwide plan will be shared at the spring PTO meeting along with an upcoming school board presentation. It will also get linked to the district's website under the Title I tab. Review and revision of this plan will take place annually. Once the initial assessment data is gathered during the next school year, the committee will begin to meet and analyze the findings and begin the Needs Assessment to determine focus areas. There will be meetings throughout the school year to reassess and add data and new programming. The plan will continue to be shared with all stakeholders on the district website.



School District of Manawa

"Students Choosing to Excel, Realizing Their Strengths"

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

www.manawaschools.org

Health Services Medical Advisory Agreement

Title: District Medical Advisor

Prerequisites: Licensed to practice medicine in Wisconsin
Expertise in Family Practice and/or Pediatric Care

I, the undersigned, agree to serve as volunteer Medical Advisor for the School District of Manawa. I understand this agreement is on a consultation basis and does not require direct care.

Responsibilities:

1. Advise administration and Board of Education regarding medical and health issues concerning students on an as needed basis;
2. Promote communication between the school district and primary care physicians, medical specialists, and healthcare facilities regarding treatment plans for students;
3. Serve as consultant in prevention, identification, and control of communicable disease(s);
4. Serve as an expert medical witness on the school district's behalf, if it is deemed appropriate to do so;
5. Serve as a subject matter expert to administration regarding policies and procedures on student health, including but not limited to management of serious physical and emotional problems, health screenings, environmental hazards, first aid, automated external defibrillator protocols, accident prevention, and emergency care;
6. Provide written standing orders when applicable;
7. Provide consultation to the School District of Manawa nurse as needed, including annual review of Clinical Guidelines for School Nurses (www.schoolnurse.com)
8. Be available for consultation in emergencies.

Physician *Francis J. Wolfgram* Date 7/9/19

District Administrator *Melanie J. Oppor* Date 7-11-19

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Health Services

I, the undersigned Medical Advisor for the School District of Manawa, for the purpose of facilitating epinephrine in the case of anaphylaxis, a life-threatening allergic reaction, and in compliance with all applicable state laws and regulations, hereby request that the School District of Manawa shall adopt this epinephrine standing order protocol for the 2019-20 school year on the following terms:

Physician License: I represent that I am licensed to prescribe legend drugs in this state as set forth below; am qualified to practice medicine in Wisconsin; and am in good standing with the appropriate professional licensing board.

Epinephrine: This protocol constitutes my standing order for the treatment of anaphylaxis and the use of epinephrine in emergency situations as further described below in a school setting.

Delegation: I, the undersigned physician, delegate authority to all appropriate medical and school personnel employed by or acting on behalf of the School District of Manawa.

Standing Order: All appropriate medical and school personnel (including, but not limited to, any Registered Nurse) employed by or acting on behalf of the SDM may administer epinephrine via an undesignated epinephrine auto injector to an individual using professional judgment if the individual is experiencing a potentially life-threatening allergic reaction (anaphylaxis).

Emergency Treatment Procedures: The following treatment protocol will be utilized to manage anaphylactic reactions. Anaphylaxis is a life-threatening allergic reaction that is rapid in onset. Anaphylaxis is described as the sudden onset of generalized itching, erythema (redness), or urticaria (hives); angioedema (swelling of the lips, face, or throat); severe bronchospasm (wheezing); shortness of breath; shock; severe abdominal cramping; or cardiovascular collapse.

1. Symptoms: If itching and swelling are confined to a localized area, observe the individual closely for the development of generalized symptoms. If symptoms are generalized as described above, call 911. This should be accomplished by a second person, when possible, while the individual is being evaluated and managed by the first person.
2. Dosage: If conditions of anaphylaxis are developing or present, administer epinephrine USP as epinephrine auto-injector EpiPen® (epinephrine injection, USP) or EpiPen Jr. ® (epinephrine injection, USP), intramuscularly into the anterolateral

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School District of Manawa

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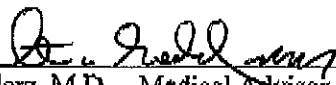
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3. aspect of the thigh (through clothing if necessary). Selection of the appropriate dosage strength (EpiPen® 0.3 mg or EpiPen Jr® 0.15 mg) is determined according to patient body weight, as discussed in the product labeling. See also product information at: <https://www.epipen.com/en/hcp>
 - a. For individuals 33 to 66 pounds, use the EpiPen Jr® to deliver 0.15 mg of epinephrine injection.
 - b. For individuals approximately 68 pounds or greater, use one EpiPen® to deliver 0.3 mg of epinephrine injection.
 - c. Note: Using two 0.15 mg doses to obtain 0.3 mg dose is permissible.
4. Monitoring: Closely monitor the individual until EMS arrives. Perform CPR and defibrillation if needed. Keep the individual supine (laying on their back) unless s/he is having difficulty breathing.
5. Frequency: A second dose of epinephrine auto-injector may be repeated 5-20 minutes after the first dose. More than two sequential doses of epinephrine for the same episode should be administered only under direct medical supervision.
6. Referral: The individual must be referred to a physician for medical evaluation, even if symptoms resolve completely. Symptoms may recur after the epinephrine wears off, as much as 24 hours later.
7. Documentation and Notification: Document the details of the incident and notify the individual's parent, guardian, or caretaker and primary care physician as soon as possible.

In every case, emergency services must be contacted as soon as possible by calling 911 or local emergency medical services.



 Steven Goedderz, M.D. – Medical Advisor (Signature)

7/9/19

 Date

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Health Services

I, the undersigned Medical Advisor for the School District of Manawa, for the purpose of facilitating first aid treatment, hereby request that the School District of Manawa shall adopt the WISHeS illness and injury protocols as standing orders for the 2019-20 school year.

I delegate authority to all appropriate medical and school personnel employed by or acting on behalf of the School District of Manawa to provide treatment per WISHeS illness and injury protocols.

Steven Goedderz, M.D. – Medical Advisor (Signature)

7/19/19

Date

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Library Plan

School District of Manawa
2019-2020



Library Mission:

The School District of Manawa Libraries are committed to building healthy relationships, facilitating personal learning through the consumption and creation of knowledge in a safe environment of respect and responsibility.



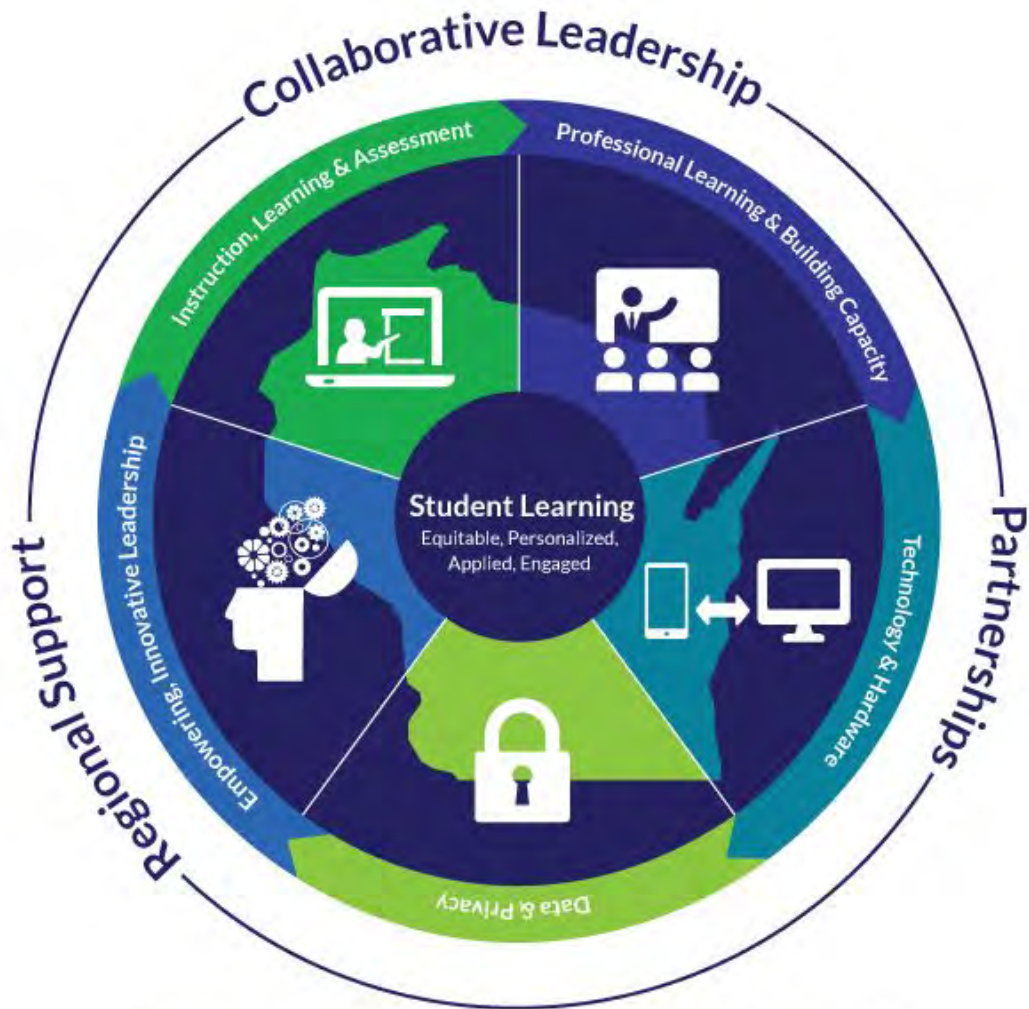
Library Vision:

Students within the School District of Manawa will attain knowledge and skills to become accomplished readers, independent learners, critical thinkers, creative problem solvers, and informed citizens through the resources and services provided by school library staff and its programs.





Planning With Future Ready Tools



Wisconsin Digital Learning Plan released December 6, 2016

Planning With Future Ready Tools

Current Status: Literacy

	2017-18	2018-19
MES	13,488	15,794
LWHS	4,860	5,688



- Circulation Statistics
- WEMTA Battle of the Books Participation
 - MES - approx. 40 students each year
 - LWHS Jr. High - approx. 8 students each year
 - LWHS Sr. High - approx. 10 students each year
- Staff Currently Reading Signs
- Diversity of Collections - Providing Mirrors & Windows
 - MES: 25.4% diverse population*
with 18.17% diverse fiction books
 - LWHS: 11.2% diverse population*
with 39.8% diverse books

* based on WISEDASH enrollment data



Current Status: Curriculum, Instruction & Assessment

Digital Resources Provided on [Library Media Center Website - Research Center Page](#):

- District
 - BadgerLink
 - CultureGrams
 - Gale Research in Context
- Manawa Elementary School
 - BrainPop Jr.
 - BrainPop
 - Gale Kids Infobits
 - NewsELA Pro
 - PebbleGo
- Little Wolf Jr./Sr. High School
 - Gale Biography in Context
 - Gale Global Issues in Context
 - Gale Health & Wellness Resource Center
 - Gale LitFinder
 - Gale Opposing Viewpoints in Context



Current Status: Curriculum, Instruction & Assessment

Empower Student Creators:

- Manawa Makers Makerspace
 - OSMO Learning System
 - Robotics
 - Circuitry
 - Coding - Hour of Code
 - Construction
- Class Projects
 - Kindergarten - Introduction to Dash Robot
 - 4th Grade Wisconsin History Placemats
 - 6th Grade Social Issue Bloxels Video Game



Current Status:

Curriculum, Instruction & Assessment

Instructional Partnerships:

- Member of District Curriculum Committee
- Member of District Technology Committee
- Collaborate with numerous teachers to provide resources, instruction, and technology support.
 - [Library Website - Knowledge Building Center](#)
- Utilize [Common Sense Media Digital Citizenship Curriculum](#) in grades K to 6.



Current Status: Personalized Professional Learning

Staff:

- Website Wednesday Emails
- LMC Team Drive
- Inservice Trainings

Students & Staff:

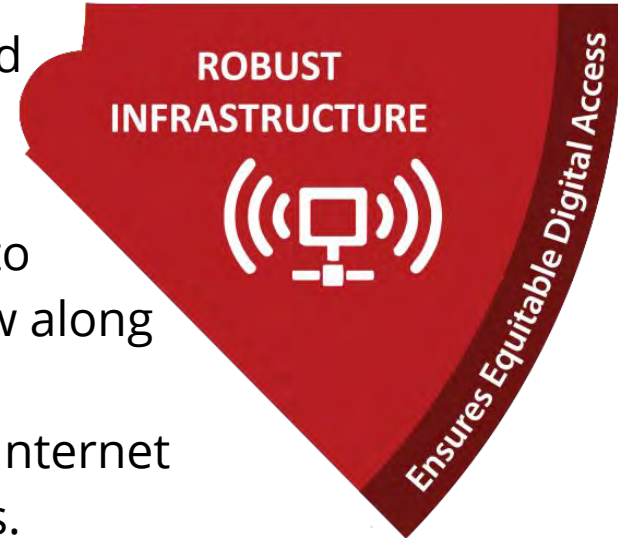
- Newly updated Library Media Center website with numerous resources on one of nine center pages.



Current Status:

Robust Infrastructure

- Usernames & passwords for databases subscribed to by the district available to students/staff at any time via website and protected Google Doc.
- Bookshare used with Special Education students to provide access to audio books that they can follow along with.
- Kajeet Wifi Hotspot program available to provide Internet access for students who do not have home access.



Current Status:

Budget & Resources

- Utilize Common School Funds to strategically improve our library collections and resources available.
- Analyze online database usage reports to determine value of renewing subscriptions.
- Run Titlewave Collection Analysis twice a year to support weeding and purchasing decisions.
- Survey staff regarding wants and needs to support weeding and purchasing decisions.
- Seek out alternative funding through grant opportunities and DonorsChoose.



Current Status:

Community Partnerships

- Maintain a terrific partnership with Sturm Memorial Library and its staff to support the needs of our students and staff.
- Maintain a presence on social media through Facebook, Twitter and Instagram.
- Received grant funding from Bemis Corporation to support the Manawa Makers makerspace.
- Looked for community businesses to work with for 4th grade Wisconsin History placemat project.



Current Status: Data & Privacy

- Utilize FollowMe printing to ensure privacy with library records printed.
- Software evaluation rubric.
- Teach Common Sense Digital Citizenship curriculum to grades K to 6.



Current Status: Collaborative Leadership

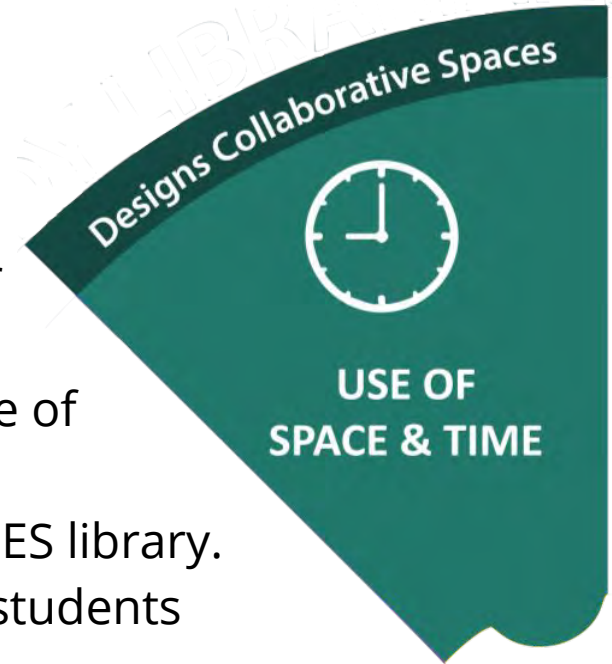
- Member of the following committees within the district:
 - LWHS PBIS Committee
 - Curriculum & Instruction Committee
 - Technology Committee
 - Trust Action Team Committee
 - Storytime Sunday Committee
 - MES Makerspace Implementation Committee
- Member of Service Project Goal Team at MES.
- Collaborate with numerous teachers to provide resources, instruction, and technology support.
 - [Library Website - Knowledge Building Center](#)

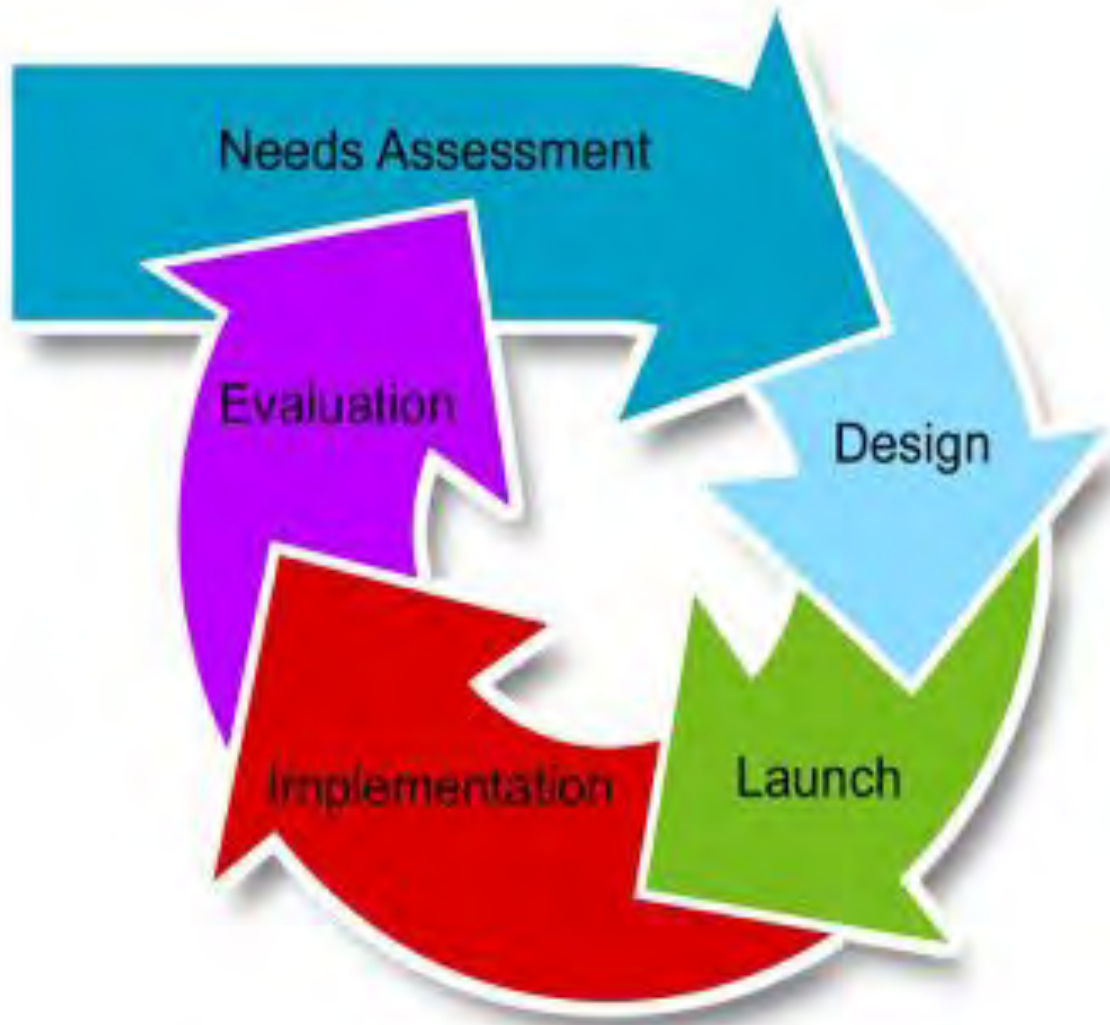


Current Status:

Use of Space & Time

- Maintain a Google Calendar showing use and availability of both MES & LWHS library spaces for school and community meetings.
- Utilize Google Forms to keep track of library usage of LWHS library during the school day.
- Post MES library schedule on both doors to the MES library.
- Run centers as part of MES library classes where students rotate between:
 - LEGO Table
 - Reading Chairs
 - Manawa Makers Makerspace Activities





**Needs
Assessment
Surveys**

Needs Assessment Survey - MES Staff

- 50% do not know where to find or how to use the Destiny Discover online card catalog.
- 50% are not comfortable using PebbleGo.
- 83.3% are not comfortable using Kids Infobits.
- Collaboration Possibilities: Staff has lots of ideas/topics where Teacher & Librarian could work together, if given the time to collaborate.



Needs Assessment Survey - LWHS Staff

- 62.2% do not know where to find or how to use the Destiny Discover online card catalog.
- 84.3% are not comfortable using CultureGrams.
- 84.2% are not comfortable using the Gale Resources provided.
(Biography in Context, Global Issues in Context, Health & Wellness Resource Center, LitFinder, Opposing Viewpoints, Research in Context)
- Collaboration Possibilities: Several expressed interest in working on Primary vs. Secondary sources and research skills.



Needs Assessment Survey - LWHS Students

- 41.3% feel that they do not have enough opportunities to visit the library.
- 54.8% only come to the library with their class or when they need a book.
- 49.1% do not know where to find or how to use the Destiny Discover online card catalog.
- 65.9% report having never used an online database provided by the library.
- Multiple students requested that the library be open extended hours and at lunch time.





2019-2020

Action

Plan

2019-2020 Action Plan



Goal 1 - By the end of the 2019-2020 school year, 90% of students, grades 4 -12, and staff will be able to locate and use the Destiny Discover online card catalog to find library resources and renew materials.

Goal 2 - By the end of the 2019-2020 school year, online database usage at all levels will increase by 50%.

Goal 3 - By the end of the 2019-2020 school year, work with Technology Committee to map out the Wisconsin Information and Technology Literacy (WITL) standards for our district.



Goal 1 - By the end of the 2019-2020 school year, 90% of students, grades 4 -12, and staff will be able to locate and use the Destiny Discover online card catalog to find library resources and renew materials. *Supports district learning goal of preparing students for their future.*



Objectives:

- The students and staff will become familiar with the School District of Manawa Library Media Center website.
- The students and staff will be able to complete a search using Destiny Discover and utilize filters to refine their search.
- The students and staff will be able to log in to Destiny Discover and add holds or renew materials.

Activities:

- Create two screencast videos to add to Library Media Center website:
 - Searching Destiny Discover.
 - Logging in to Destiny Discover to hold and renew books.
- Schedule time to present to staff to demonstrate Destiny Discover skills.
- During the first two weeks of school, schedule time to present to students in grades 7 - 12.

Progress Monitoring:

- Survey students and staff at mid-year and end of school year.



Goal 2 - By the end of the 2019-2020 school year, online database usage at all levels will increase by 50%.

Supports district learning goal of preparing students for their future.



Objectives:

- The students and staff will become familiar with the School District of Manawa Library Media Center website.
- The students and staff will know where to find and how to access online databases subscribed to by the district.
- The students and staff will know how to search online databases, save resources to Google Drive, and create citations through online sources.

Progress Monitoring:

- Analyze monthly database usage reports.
- Survey students and staff at mid-year and end of school year.

Activities:

- Send out collaboration project request forms to teachers to establish at least one unit/project that library resources can support during the school year.
- Schedule time to present/work with staff to demonstrate online database usage.
- During the first two weeks of school, schedule time to present to students in grades 7 - 12.



Goal 3 -

By the end of the 2019-2020 school year, work with Technology Committee to map out the Wisconsin Information and Technology Literacy (WITL) standards for our district.

Supports district operations and efficiency goal of ensuring facilities align with programming and fiscal requirements.



Objectives:

- The technology committee will unpack the WITL standards and identify standards to be addressed at each grade level.
- The technology committee will identify where the WITL standards will be addressed and by whom.

Activities:

- Create a document to gather data about where WITL skills instruction is currently being integrated into the core curriculum, identifying grade level and subject areas.
- Create a document to identify WITL standards to be addressed at each grade level and by whom.

Progress Monitoring:

- Quarterly assessment of process progress.
- Mid-year assessment of process progress.
- Year-end assessment of process progress.



Long Range Action Plan

Goal 1 - Establish a One School, One Book community reading program at each level: elementary, middle, and high school.

Goal 2 - Unpack and address the AASL standards and align curriculum to these standards while incorporating WITL standards.

Goal 3 - Create a library space that is accessible, flexible and comfortable for student and staff use at all levels.



Supporting Documents

- [School District of Manawa Plan-on-a-Page 2019](#)
- [School District of Manawa Technology Plan](#)
- [MES Needs Assessment - Staff](#)
- [LWHS Needs Assessment - Student](#)
- [LWHS Needs Assessment - Staff](#)
- [2019-2020 Library Media Center Budget](#)
- [AASL Standards Framework for Learners](#)
- [ISTE Standards for Students](#)
- [Wisconsin ITL Standards](#)
- [BrainPop Usage Report](#)
- [FactCite Usage Report](#)
- [LWHS Gale Usage Report](#)



Prom Handbook
Little Wolf Jr./Sr. High School



Draft--May 2019

Prom Basics

Prom has historically been organized and run by the **junior class**. While the junior class is in charge, any high school student is eligible to attend prom. The junior class meets in the fall of each school year and prom committee members are solicited from the junior class. From the point the prom committee is selected, the decisions for prom are made by this committee and overseen by the advisors.

Prom Advisors

Two to three prom advisors from the faculty are self-selected in the spring the previous year. Prom Advisors are compensated per the Manawa Salary and Stipend Guide. The prom advisors also work closely with the junior class advisor for prom, the junior class advisor(s) are not responsible for the oversight of prom. The prom advisors are responsible for being present at prom committee meetings, being present for decorating for prom, being present for the prom in its entirety, and being present for the clean-up of prom. Prom advisors should also communicate with the sophomore and junior class advisor(s) following prom to determine fundraising needs for prom the following year to submit to the school board for approval.

Prom Committee

The prom committee is self-selected from the junior class. There are no limits placed on who can be on the prom committee. The prom committee meets regularly at lunchtime during the school day with the advisors beginning in the fall. It is the responsibility of the prom committee to be at meetings and to assist with decorating and clean-up of the prom itself. Should a prom committee member not be attending meetings, the prom advisor(s) may choose to not have the member serve on the committee. Prom committee members are also responsible to participate in any decided upon fund-raisers, with the help of the junior class.

Prom Chaperones

Additional prom chaperones may be self-selected from the staff and compensated the rate of school event chaperone based on the salary and stipend guide. It is recommended that in addition to a school administrator, there are FIVE staff chaperones. These include the prom advisors. Requests for additional prom chaperones must be made in writing to the building principal at least two prior to the date of the prom.

Prom Committee Tasks

Fall of Year

- Decide on a date and location for prom. Prom has been held the last several years at Manawa Masonic Lodge. Contact Manawa Masonic Lodge and confirm the date.
- Prom advisor(s) will ensure that the date is approved by the building principal and placed on the school event calendar.
- Communicate the selected date with Families in Education to schedule post prom.
- Have the building principal communicate the date for prom to the Manawa Police Department.
- Confirm with Business Manager and junior class treasurer the amount of money in the junior class account.
- Decide on a theme for prom and colors. Prom committee may choose to decide amongst themselves or vote with the junior class on these items.
- Reserve DJ and/or photographer for a photo booth if desired.

Before the end of first semester (January)

- Set a schedule of prom committee meetings during lunch with advisors.
- Decide on **who** will vote for prom court and **how**. Work with advisors to create ballots.
- Begin to discuss decorations, favors, crowns, food, and method for getting these items (shopping in person or online ordering). The prom committee may decide if they wish to have students not on court purchase different crowns.
- Meet with custodial staff to review any decorations saved from previous years.
- Order/print tickets and posters for advertising around the school.
- Decide on ticket pricing and if tickets are sold individually or by the couple. Make sure this information is announced to students.

February-March

- Confirm the DJ and other vendors. Decide and select post-prom entertainment. Coordinate payment with Families in Education.
- Tour prom venue after school if appropriate to plan decor.
- Begin purchasing needed items like decor, crowns/sashes for court, favors, food, etc.
- Vote for prom court and confirm prom court responsibilities.
- Put up posters and have tickets ready to sell.
- Create announcements for prom.
- Announce procedures for guests and post-prom events.

Two weeks before prom

- Prom advisor(s) discuss ticket sales and monies with the office staff.
- Prom advisor confirms sale procedures with the prom committee (writing down names of tickets sold, the security of cash box, etc.).
- Begin selling tickets at lunches.
- Confirm receipt of decorations, food, favors, etc.

The week of Prom:

- Continue to sell tickets.
- Discuss decorating needs with school custodian.
- Make arrangements for getting items from school to the prom venue
- Vote for king and queen if the prom committee has decided to do this ahead of time.
- Prom advisors confirm attendance and responsibilities of prior year king and queen to present crowns.
- Have the prom committee submit music list to prom advisors and DJ.
- Prom advisors confirm with prom court to be present at decorating and clean up.
- Prom advisors confirm set up and clean up times with committee and with prom venue
- Prom committee confirms music with DJ and times for court announcement and crowning.

Day Before Prom

- All advisors, prom committee, and court members will meet after school to decorate. Students will provide their own transportation. Should the committee decide to begin during RTI, the prom advisors shall claim the students and arrange any coverage needed.
- Advisors should discuss food needs for decorating and make arrangements.
- Prom advisors shall be present during decorating.
- Prom court should confirm their limousine and dinner reservations.

Prom Day

- Advisors arrive at the prom venue at a determined time.
- Chaperones arrive at prom venue 30 minutes prior to the start of prom for a briefing by prom advisors and administration.
- Advisors should assure all students have left the building and confer with prom venue the time to clean up the next day.
- Advisors stay until vendor equipment is picked up and vendors have been paid.
- Announcing of court, crowning, and post crowing dances occur and are at the discretion of the prom committee.

Clean up Day

- Prom committee, advisors, and court members meet at a designated time for clean up. Any lost and found items will be given to prom advisors to take to school.
- All decor borrowed from school should be returned.
- Ensure all DJ equipment and vendor equipment is returned.
- Confer with prom venue staff prior to leaving.

Additional Considerations

Prom Court

- Prom court numbers will be 10% of the class, truncated. (Examples--50 members, 5 couples, 66 members--6 couples)
- Prom court members are from the junior class.
- Voting for prom court is decided by the prom committee and completed at least 6 weeks in advance of prom.
- It is the prom court's responsibility to secure their own limousine and determine who is able to be in the limousine (court dates, etc).
- Prom court must make their own dinner reservations and follow recommendations of the place they are eating. Some restaurants require ordering ahead of time. It is the prom court's responsibility to manage these issues. Prom advisors may be sought for guidance as needed.
- Prom court members must be juniors chosen by the method the prom committee decides. Prom court must attend the decorating and clean up of prom. If a court member does not attend decorating, they forfeit their king or queen status if they are chosen.
- If a prom court member has a school suspension once they are voted to court, they will not be allowed to serve on the prom court.
- If a prom court member has a discipline issue that is not an out of school suspension prior to prom, the prom advisor(s) and the principal shall meet with the court member to discuss appropriate discipline which could include removal from court and forfeiture of the crown.
- Voting for king and queen is to be determined by the prom committee.

Ties for voting for court and king/queen

- Should a tie occur for COURT members, the prom committee will meet with advisors and decide on whether to expand the court and/or re-vote if needed.
- If a tie occurs for KING/QUEEN, the prom committee will meet with advisors and decide whether to re-vote if needed.

Music for prom event

- The prom committee shall submit all songs for a playlist for court announcement and post-crowning dances to the DJ by the day before prom.
- The prom committee can choose to also submit a "suggested song list" to the DJ.
- Prom advisors and administration shall view the list to determine appropriateness for a school function.

Guests

- All prom guests from other schools must be approved by the administration on or before the day of prom.
- All prom guests from other schools must purchase a ticket.

Inclement Weather

- The week of prom, the prom advisors and administration shall monitor the forecast. If inclement weather is forecasted for the day of prom, the committee and court will be made aware of this.
- The decision to cancel the prom shall be made by the administration. The prom advisors and the committee will confirm an alternate date with all vendors and make adjustment as needed.
- The prom court and advisors shall be notified immediately of the decision to cancel and reschedule the prom.
- Every effort will be made to reschedule the prom, even if a change in venue is needed.

Prom Attendance

- Only LWHS high school students grades 9-12 will be allowed to purchase tickets for and attend prom.
- Guests outside of LWHS shall be approved by the administration.
- The prom court members must be in attendance the day before prom to be eligible to remain on the court. A confining illness with a doctor excuse or an excuse for a school-sponsored event are the only exceptions.

Parent Attendance at Grand March/Coronation

- Parents are invited to attend the grand march and coronation and will be allowed into the prom venue 30 minutes before coronation and can remain in attendance through the end of the coronation activities.

School District of Manawa

Academic Standards Listing

Discipline/Grade	Standards	School District of Manawa Adoption Date
		July, 2018
Early Childhood and 4-year-old Kindergarten - 5th Edition	Wisconsin Model Early Learning Standards (2003, 2008, 2011, 2013, 2017)	5th Edition (Updates to 2013 Edition)
English Language Arts (ELA)		
5-year-old Kindergarten - 12	Wisconsin State Standards on ELA (2011) (Common Core State Standards for English Language Arts)	Ref. Sept. 20, 2010 and May 17, 2011 board minutes
Mathematics		
5-year-old Kindergarten - 12	Wisconsin State Standards in Mathematics (2011) (Common Core State Standards for Mathematics)	Ref. Sept. 20, 2010 and May 17, 2011 board minutes
Science		
5-year-old Kindergarten - 12	Wisconsin Standards for Science (Adopted Nov. 2017) (Next Generation Science Standards (2013))	DPI Adopted the NGSS which Manawa had been using
Social Studies		
5-year-old Kindergarten - 12	National Curriculum Standards for Social Studies	March 23, 2015
Art		
5-year-old Kindergarten - 12	National Core Arts Standards for Visual Arts (2014)	July 2017
Physical Education		
5-year-old Kindergarten - 12	National Association for Sport and Physical Education - National PE Standards	July 2019
Nutrition Education		
Kindergarten - 12	Wisconsin's Model Academic Standards for Nutrition Education	July 2019
Music Education		
5-year-old Kindergarten - 12	Wisconsin's Model Academic Standards for Music (2017)	July 2019
Technology Education		
5-year-old Kindergarten - 8	International Society for Technology in Education (ISTE) Standards for Students (2007)	June 15, 2015
School Counseling		

5-year-old Kindergarten - 12	Wisconsin's Model Academic Standards for School Counseling (2007) New, updated standards to be released soon (2015-16)	July 2017
World Languages		
7-12	Wisconsin's Model Academic Standards for Foreign Languages (1997, 2001)	July 2017
Personal Finance		
9-12	Wisconsin's Model Academic Standards for Personal Financial Literacy (2006)	July 2017
Careers and Technical Education (CTE)		
9-12	Wisconsin Standards for Agriculture, Food, and Natural Resources (2013) Wisconsin Standards for Business and Information Technology (2013) Wisconsin Standards for Family and Consumer Sciences (2013) Wisconsin Standards for Health Science (2013) Wisconsin Standards for Marketing, Management, and Entrepreneurship (2013) Wisconsin Standards for Technology and Engineering (2013)	July 2017



Students choosing to excel; realizing their strengths.

To: Dr. Melanie J. Oppor

From: Dan Wolfgram

Date: 6/13/2019

Re: 2019-2020 Little Wolf Jr. Sr. High School Student Handbook Revisions

All dates associated with 2018-2019 have been updated accordingly throughout the document.

<i>Page #</i>	<i>Current Language (If applicable.)</i>	<i>Proposed Change or Addition</i>
29	<p>Course Fees</p> <ul style="list-style-type: none"> ● Wildlife Taxidermy – Optional Project \$10.00 - \$30.00 ● Food Science Lab Fees \$10.00 ● Plants, Animals & You White T-Shirt (student purchases) ● Animal Science Supply List Available July 2nd Varies ● Senior Art Price Based on Chosen Project Varies ● Jewelry & Glass Price Based on Chosen Project Varies ● Pottery & Sculpture \$5.00 ● Drawing \$5.00 ● Painting \$5.00 ● Photography \$5.00 ● Fiber Arts \$5.00 ● Graphic Design \$5.00 ● Intro to Tech Ed \$10.00 ● Furniture & Cabinetry \$10.00 ● Metals Manufacturing \$10.00 ● Fabrication \$10.00 ● Newspaper \$1.00 ● Lyceum \$2.00 	<p align="center">All Instructional Fees including Newspaper and Lyceum Fees Eliminated</p>
33	Use of PCDs, except those approved by a teacher or administrator, at any other	Use of PCDs, except those approved by a teacher or aUse of PCDs, except those

	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.	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). Devices must be stored out of sight unless allowed by a teacher or administrator.																				
33	Students agree that the PCD will remain turned off except when the student is using the device. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.	Students agree that the PCD will remain silent and out of sight except when allowed by a teacher or administrator. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.																				
36	<p style="text-align: center;">LUNCH PROGRAM Hot Lunch & Breakfast Prices for 2018-2019 School Year:</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">Hot Lunch (Per Day)</td> </tr> <tr> <td style="text-align: center;">Jr./Sr. High School</td> <td style="text-align: center;">\$2.90</td> </tr> <tr> <td colspan="2" style="text-align: center;">Breakfast (Per Day)</td> </tr> <tr> <td style="text-align: center;">Jr. / Sr. High School</td> <td style="text-align: center;">\$1.40</td> </tr> <tr> <td style="text-align: center;">Milk (Per Day) *</td> <td style="text-align: center;">\$.30</td> </tr> </table>	Hot Lunch (Per Day)		Jr./Sr. High School	\$2.90	Breakfast (Per Day)		Jr. / Sr. High School	\$1.40	Milk (Per Day) *	\$.30	<p style="text-align: center;">LUNCH PROGRAM Hot Lunch & Breakfast Prices for 2019-2020 School Year:</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">Hot Lunch (Per Day)</td> </tr> <tr> <td style="text-align: center;">Jr./Sr. High School</td> <td style="text-align: center;">\$3.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Breakfast (Per Day)</td> </tr> <tr> <td style="text-align: center;">Jr. / Sr. High School</td> <td style="text-align: center;">\$1.50</td> </tr> <tr> <td style="text-align: center;">Milk (Per Day) *</td> <td style="text-align: center;">\$.40</td> </tr> </table>	Hot Lunch (Per Day)		Jr./Sr. High School	\$3.00	Breakfast (Per Day)		Jr. / Sr. High School	\$1.50	Milk (Per Day) *	\$.40
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Jr. / Sr. High School	\$1.50																					
Milk (Per Day) *	\$.40																					
40	Financial Literacy ½ credit	Employability Skills ½ credit																				
41-42	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.	Attendance - Graduation Requirements: Current seniors must attend ninety percent (90%) of their scheduled graded classes during the last semester of their senior year to participate in the commencement ceremony. Confining illnesses verified by a doctor’s statement and school-sponsored absences such as field trips and athletic competitions constitute exceptions to this requirement. All other absences including illnesses, appointments, vacations, etc., will not constitute exceptions. Administrative discretion will constitute the final decision.																				
45	Basketball, Softball, Wrestling, Baseball, Cross Country, Football, Track, Bowling Club, Golf, Volleyball, Cheer/Dance Club	Add: Lifting Club																				

47	<p>Excused Absences</p> <p>Permission of Parent/Guardian</p>	<p>Excused Absences</p> <p>Permission of Parent/Guardian Weather Related - As parents, you are the final authority as to whether you believe it is safe for your child to get to school. If you believe that it is too cold or the snow is too deep or the weather is too unsettled, your decision may be to keep your child home. You have the right and responsibility to make attendance decisions for your children based on your individual circumstances. Please notify your student's school as you would for any other absence.</p>
50	<p>Honor Pass Qualifications: <input type="checkbox"/> No unexcused absences or 5 tardies.</p> <p>Honor Pass Revocations: <input type="checkbox"/> Tardiness <input type="checkbox"/> Discipline referral</p>	<p>Honor Pass Qualifications: <input type="checkbox"/> No unexcused absences or 5 tardies.</p> <p>Honor Pass Revocations: <input type="checkbox"/> Tardiness Ten tardies <input type="checkbox"/> Discipline referral – Three Discipline Referrals</p> <p>Administrative discretion may be used for honor pass appeals and reapplication procedures.</p>
51	<p>STUDENT ATTENDANCE AT SCHOOL EVENTS</p>	<p>STUDENT ATTENDANCE AT SCHOOL EVENTS</p> <p>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.</p> <p>(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)</p>
54	<p>Academic Eligibility</p> <p>Athletes who receive an “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.</p>	<p>Academic Eligibility</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</p>

		participate in 25% of the total games or appearances of that sport's full season.
58	A student/athlete will not receive any "end of the season" awards until all equipment; fees and/or fines have been returned or paid.	A student/athlete will not receive any "end of the season" awards until all equipment; fees and/or fines have been returned or paid.
60	<p>DRESS AND GROOMING</p> <ul style="list-style-type: none"> • Clothing must cover all undergarments. Shorts, skirts, and dresses must reach fingertip in length. • There will be no midriff showing, no low-cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, or strapless garments worn. • Straps on tank tops must be at least 2 inches wide. • Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry with sharp objects, low riding pants, etc., are not allowed to be worn in the school. • The wearing of flip-flops is discouraged. 	<p>DRESS AND GROOMING</p> <ul style="list-style-type: none"> • Clothing must cover all undergarments. Shorts, skirts, and dresses must reach fingertip in length. • There will be no midriff showing, no low-cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, or strapless or off the shoulder garments worn. • Straps on tank tops must be at least 2 inches wide. • Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry with sharp objects, low riding pants, hoods, etc., are not allowed to be worn in the school. • The wearing of flip-flops is discouraged.

*Any changes to this handbook after 6/17/2019 will reflect personnel that has been approved by the SDM Board of Education.

Student Handbook

2019-2020



Students choosing to excel; realizing their strengths.

Little Wolf Junior/Senior High School

School District of Manawa

515 E. Fourth Street

Manawa, WI 54949

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

www.manawaschools.org

Little Wolf Jr. / Sr. High Student Handbook 2019-2020



Dear Students and Parent/guardians:

Welcome to the 2019-2020 school year. We are extremely excited about this school year. This handbook has been designed to help answer your questions about the procedures used in this district and specifically this building. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office. I look forward to a tremendous year working together.

Yours in education,

Dan Wolfram

- Dan Wolfram, Principal (920) 596-5310
- Danielle Brauer, Director of Special Education, Curriculum and Instruction, (920) 596-5310
- Athletic Director, (920) 596-5838
- Janine Connolly, School Counselor (920) 596-5802
- Carrie Koehn, Administrative Assistant, (920) 596-5800
- Shelley Keller, Attendance Secretary, (920) 596-5801
- Jeff Bortle, Dean of Students, 920-596-5806

Board of Education Approval:
Student Handbook adopted July 2019

- No School
- P/T Conferences
- Early Release / Staff Development
- End of Quarter / Semester
- Inservice (No School)

SCHOOL DISTRICT OF MANAWA
2019 - 2020 SCHOOL CALENDAR
 Board Approved June 17, 2019

1-Hour Early Release Day
Commencement

JULY						
S	M	T	W	T	F	S
	1	2	3		5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 - Independence Day Observed

- 1 - No School - Holiday Break
- 17 - End of 2nd Qtr (46 days)
- 17 - End of 1st Semester
- 20 - Records / Inservice - No School
- 21 Student Days - 1 Inservice

JANUARY						
S	M	T	W	T	F	S
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16		18
19		21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 13 - New Curriculum Day
- 16 - New Teacher Orientation
- 7/1 - 8/23 All District Staff Floating Work Day-Specialized Training
- 7/1 - 8/23 Teacher Floating Day
- 19 - All Teacher In-Service
- 20 - All District Staff In-service a.m. Work in Buildings
- 20 - p.m. - Back to School Night 3:30 to 6:30 p.m.
- 26 - 1st Day of School
- 5 Student Days - 4 Inservice Days

- 6 - P/T Conf 3:30 - 6:30 p.m., Both Schools
- 7 - No School P/T Conf 7:30 to Noon
- 17 - No School - Inservice Day
- 18 Student Days / 1 Inservice / 1 PT Conf

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5			8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER						
S	M	T	W	T	F	S
1		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - Labor Day - No School

- 2-6 - Spring Break - No School
- 27 - End of 3rd Quarter (42 days)
- 17 Student Days

MARCH						
S	M	T	W	T	F	S
1						7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26		28
29	30	31				

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23			26
27	28	29		31		

- 24 - Early Release - P/T Conf 2:30 to 6:00 p.m.
- 25 - No School
- 30 - End of 1st Quarter (46 days)
- 22 Student Days / 1 PT Conf

- 10 - Holiday Break - No School
- 21 Student Days

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9		11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26			30

- 8 - Early Release / Staff Development
- 27-29 No School - Thanksgiving
- 18 Student Days / .5 Inservice

- 13 - Recognition Celebration After School
- 23 - Commencement Ceremony
- 25 - No School - Memorial Day
- 29 - Last Day of School (43 Days)
- 29 - Records & Check Out Until 7:00 p.m.
- 20 Student Days / 1 Holiday / 1 Inservice

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22						28
29						

- 16 - BOE Meeting
- 23-31 No School - Holiday Break
- 15 Student Days

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Last revision 070819

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VALUABLE MEMBERS OF LITTLE WOLF JUNIOR/SENIOR HIGH SCHOOL

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RENEE BEHNKE	PARA-PROFESSIONAL
JENNY BESSETTE	GUIDANCE ADMINISTRATIVE ASSISTANT
DENISE BUSCHKE	FOOD SERVICE
CINDY BUTTLES	CUSTODIAN
DANA BONIKOWSKI	PARA-PROFESSIONAL
SANDRA DUNNIHOO	PARA-PROFESSIONAL
RITA KREKLOW	LIBRARY PARA PROFESSIONAL
JESSIE ORT	PARA-PROFESSIONAL
COLEEN PHELAN	PARA-PROFESSIONAL
KATHY GRIMM	CUSTODIAN
	FOOD SERVICE
SUE LOUGHRIN	FOOD SERVICE

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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 the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal Dan Wolfram or the School Counselor. You will find their phone numbers/e-mail addresses listed in the Staff Directory section of the handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after June 2019 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

Our school, in collaboration with the community, is committed to focusing on high expectations, fostering individual academic excellence, and creating a safe environment of respect and responsibility.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parent/guardians who have questions should contact school counselor, at (920) 596-5802.

Any person who believes that the Little Wolf Jr. / Sr. 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 listed below:

Dan Wolfram
Principal (920) 596-5310
dwolfram@manawaschools.org

Carmen O'Brien
Business Manager (920) 596-5332
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.

Little Wolf Jr./Sr. 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 and bullying available on the District web site or by contacting the school main office.*

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 out students.

Definitions

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

Reporting Procedures

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

The reporting procedures are as follows:

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

Confidentiality

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

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action 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

**Parents/guardians and students are encouraged to read the full text of the Board of Education Policy governing Bullying available on the District web site or by contacting the school main office.*

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 which 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.

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 bullying behavior need not be based on any of the legally protected characteristics. It includes but is not necessarily limited to such behaviors as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

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 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 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.

Parents and/or guardians 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. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parent/guardians, 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, that 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 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. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. 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.

Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "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."

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment" means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;

- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of 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 obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- 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 include, but is 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; or
- F. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, 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. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

SECTION 504/ADA COMPLAINT

Any person who believes that the Little Wolf Jr./Sr. 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
jconnollyt@manawaschools.org

The complaint procedure is available in the School office.

SCHOOL DAY/BELL SCHEDULES

LITTLE WOLF JR/SR HIGH SCHOOL BELL SCHEDULE

Warning Bell: 7:40 Junior/High School

High School

<u>Period 1</u>	7:45 – 8:35
<u>Period 2</u>	8:39 – 9:29
<u>Period 3</u>	9:33 – 10:23
<u>Period 4</u>	10:27 - 11:17
<u>Period 5</u>	11:21 – 12:11
Lunch	12:11 – 12:41
<u>Period 6</u>	12:45 – 1:35
<u>Period 7</u>	1:39 – 2:29
<u>RtI</u>	2:33 – 3:05

Junior High

<u>Period 1</u>	7:45 – 8:48
<u>Period 2</u>	8:52 – 9:55
<u>Period 3</u>	9:59 – 11:02
Lunch	11:02 – 11:32
<u>Period 4</u>	11:36 – 12:41
<u>JH Specials</u>	12:45 – 1:35
<u>JH Specials</u>	1:39 – 2:29
<u>RtI</u>	2:33 – 3:05

EARLY RELEASE BELL SCHEDULE

Warning Bell 7:40 Junior/High School

High School

<u>Period 1</u>	7:45 - 8:26
<u>Period 2</u>	8:30 - 9:11
<u>Period 3</u>	9:15 - 9:56
<u>Period 4</u>	10:00 - 10:41
<u>Period 5</u>	10:45 - 11:26
Lunch	11:26 - 11:56
<u>Period 6</u>	12:00 - 12:41
<u>Period 7</u>	12:45 - 1:26
<u>RtI</u>	1:30 - 2:05

Junior High

<u>Period 1</u>	7:45 - 8:37
<u>Period 2</u>	8:41 - 9:33
<u>Period 3</u>	9:37 - 10:29
Lunch	10:29 - 10:59
<u>Period 4</u>	11:03 - 11:56
<u>JH Specials</u>	12:00 - 12:41
<u>JH Specials</u>	12:45 - 1:26
<u>RtI</u>	1:30 - 2:05

10-Minute HOMEROOM SCHEDULE

Warning Bell: 7:40 Junior/High School

High School

Homeroom 7:45 – 7:55
Period 1 7:59 – 8:47
Period 2 8:51 – 9:39
Period 3 9:43 – 10:31
Period 4 10:35 - 11:23
Period 5 11:27 – 12:15
Lunch 12:15 – 12:45
Period 6 12:49 – 1:37
Period 7 1:41 – 2:29
RtI 2:33 – 3:05

Junior High

Homeroom 7:45 – 7:55
Period 1 7:59 – 9:00
Period 2 9:04 – 10:05
Period 3 10:09 – 11:10
Lunch 11:10 – 11:40
Period 4 11:44 – 12:45

JH Specials 12:49 – 1:37
JH Specials 1:41 – 2:29
RtI 2:33 – 3:05

20 - Minute HOMEROOM SCHEDULE

Warning Bell: 7:40 Junior/High School

High School

Homeroom 7:45 – 8:05
Period 1 8:09 – 8:56
Period 2 9:00 – 9:47
Period 3 9:51 – 10:37
Period 4 10:41 - 11:28
Period 5 11:32 – 12:19
Lunch 12:19 – 12:49
Period 6 12:53 – 1:40
Period 7 1:44 – 2:31
RtI 2:35 – 3:05

Junior High

Homeroom 7:45 – 8:05
Period 1 8:09 – 9:08
Period 2 9:12 – 10:11
Period 3 10:15 – 11:15
Lunch 11:15 – 11:45
Period 4 11:49 – 12:49

JH Specials 12:53 – 1:40
JH Specials 1:44 – 2:31
RtI 2:35 – 3:05

EARLY RELEASE ½ DAY BELL SCHEDULE

Warning Bell 7:40 Junior/High School

High School

<u>Period 1</u>	7:45 – 8:11
<u>Period 2</u>	8:15 – 8:41
<u>Period 3</u>	8:45 – 9:11
<u>Period 4</u>	9:15 - 9:41
<u>Period 5</u>	9:45 – 10:11
<u>Period 6</u>	10:15 – 10:41
<u>Period 7</u>	10:45 – 11:11
Lunch	11:11 – 11:41
RtI	11:45 – 12:15

Junior High

<u>Period 1</u>	7:45 – 8:18
<u>Period 2</u>	8:22 – 9:55
<u>Period 3</u>	8:59 – 9:33
<u>Period 4</u>	9:37 – 10:11
Lunch	10:11 – 10:41
<u>JH Specials</u>	10:45 – 11:11
<u>JH Specials</u>	11:15 – 11:41
<u>RtI</u>	11:45 – 12:15

**Wednesday Early Dismissal will be 2:05 p.m., except on September 5th and June 6th - dismissal will be at 3:05 p.m.*

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Little Wolf Jr./Sr. 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 Jr./Sr. 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.

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 provided to each student at the beginning of the school year or upon enrolling. 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, Terri Brooks.

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 policy, 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.

USE OF PRESCRIBED MEDICATIONS

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

- Parents/guardians should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the principal and the school nurse before the student will be allowed to begin taking any medication (including emergency medications for allergies and/or reactions) during school hours. The forms are available in the School office.

- All medications to be administered during school hours must be registered with the nurse's office.
- Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent/guardian.
- For each prescribed medication, the container shall have a pharmacist's label with the following information:
 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
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent/guardian will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained by the School that will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent/guardian's written release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from both physician and parent/guardian, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

USE OF NONPRESCRIBED (DRUG PRODUCTS)

- Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parent/guardian consent.

The Nonprescription Drug Product Request must be filed with the school nurse Principal before the student will be allowed to begin taking any medication during school hours.

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 parent/guardians request to administer a nonprescription drug product shall contain the following information:

- A. Student's name

- B. Date
- C. Name of medication
- D. Dosage and frequency
- E. Special handling and storage directions

Further, only those nonprescription drugs that are provided by the parent/guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents/guardians may authorize the school to administer a non-prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also authorize on the form that their child:

- May self-administer the medication.
- Keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed drug product without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

HEAD LICE

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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 Dr. Melanie J. Oppor (920) 596-2525.

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

Services are also available to students with limited English proficiency. To inquire about programs and services, a parent/guardian should contact Danni Brauer at (920) 596-5310.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parent/guardians and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for educational purposes or non-business purposes when requested, unless the parent/guardians of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes student records that identify a student's name, photograph, participation in officially recognized activities and sports, weight and height for members of athletic teams, date of graduation, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot

be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

- If parents/guardians and eligible students do not submit their written objection to dissemination to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent's/guardian's consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's/guardian's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Dr. Melanie J. Oppor.

Parents/guardians and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parent/guardians;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parent/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Jeanne Frazier, Administrative Assistant to inspect such materials.

Further, parent/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

In addition, the District Administrator is directed to notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- The administration of any survey by a third party that contains one or more of sensitive information contained in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide equal access to the high school campus and to student directory information to all entities offering educational or employment opportunities to students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

Parents can decline release of student directory data to the Armed Forces using the consent verification form available at the time of registration. The Board shall ensure that students and parents/guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

If parents/guardians and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District’s website. The directory information used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

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

FEES FOR EVERY STUDENT	
District Fee	\$20.00
Lyceum	\$ 2.00
Newspaper	\$ 1.00
Junior Class	\$10.00
Sophomore Class	\$ 5.00
Freshman Class	\$ 5.00

Student Parking Permits: New permit required each school year.	Required for all vehicles parked in the student parking lot	\$10.00
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OPTIONAL FEES		
	Student Athletic Pass	\$ 5.00
	Yearbook	\$50.00
Sports Fees	Student Max \$75 / Family Max \$150	\$30
Course Fees		
Band	Instrument Rental	\$30.00
Wildlife	Taxidermy - Optional Project	\$10.00 - \$30.00
Food Science	Lab Fees	\$10.00
Plants, Animals & You	White T-Shirt (student purchases)	Varies
Animal Science	Supply List Available July 2nd	Varies
Senior Art	Price Based on Chosen Project	Varies
Jewelry & Glass	Price Based on Chosen Project	Varies
Pottery & Sculpture		\$5.00
Drawing		\$5.00
Painting		\$5.00
Photography		\$5.00
Fiber Arts		\$5.00
Graphic Design		\$5.00
Intro to Tech Ed		\$10.00
Furniture & Cabinetry		\$10.00
Metals Manufacturing		\$10.00
Fabrication		\$10.00

JUNIOR HIGH FEES

7TH & 8TH Grade Fees for Every Student:		
	District Fee	\$20.00
	Lyceum	\$ 2.00
	7th Grade Class Fee	\$ 5.00
	8th Grade Class Fee	\$ 5.00

<u>OPTIONAL FEES FOR 7TH AND 8TH GRADERS</u>		
	Student Athletic Pass	\$ 5.00
	Yearbook	\$12.00
Sports Fees	Student Max \$30 / Family Max \$150	\$15.00 per sport
PBIS Rewards Trips	Costs vary depending on trip	\$5.00 - \$30.00
Washington D.C.	Price is approximate	\$1,000.00

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

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- Students under the age of nine (9) must be accompanied by a parent/guardian or person sixteen (16) years of age or older.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in

order to prevent a student from overextending himself/herself to the point of potential harm.

- No student may participate in a fund-raising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from such students' parents/guardians to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent/guardian or a person at least sixteen (16) years of age.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS

Parents/guardians have the right to review any instructional materials 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.

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. 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.

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.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

SCHOOL DISTRICT OF MANAWA

Electronic Communication Device Policy

The School District of Manawa recognizes the value electronic communication devices add to the educational experience of all students as well as aid in improving communication with parents/guardians. Students may use personal communication devices (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.

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. 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). Devices must be stored out of sight unless allowed by a teacher or administrator.

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. 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 are personally and solely responsible for the care and security of their PCDs. The School District of Manawa and its employees assume no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.
- Students agree that the PCD will remain silent and out of sight except when allowed by a teacher or administrator. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.

- 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.
- 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. See Locker Room Privacy Policy.
- 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 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 their WCDs 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.

Parents/guardians 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 parent/guardians during permissible times of the school day.

LEGAL REF.: Section 118.28 Wisconsin Statutes

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

1st offense – Warning – device is requested to be turned off.

2nd offense – Teacher confiscates for the class period.

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

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

WEAPONS

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

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

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

ADVERTISING OUTSIDE ACTIVITIES

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

The school has a central bulletin board located across from the main office which may be used for posting notices after receiving permission from the principal.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

SAFETY AND SECURITY

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

LUNCH PROGRAM

Hot Lunch & Breakfast Prices for 2019-2020 School Year:

Hot Lunch (Per Day)	
Jr./Sr. High School	\$3.00
Breakfast (Per Day)	
Jr. / Sr. High School	\$1.50
Milk (Per Day) *	\$.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.

GRADES

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

Grading Scale for all students:

A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	0-64

Marking System:

(A)	Excellent
(B)	Good
(C)	Average
(D)	Below Average
(F)	Failure

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course, which is part of a sequence, must repeat and pass that course to continue in the sequence.

(I) Incomplete: When a student's work is not completed by the end of the quarter due to the student's absence from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the "I" becomes an "F".

(W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F unless granted administrative exception.

GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

LAUDE SYSTEM

The Laude System replaces the class rank system. It allows us to recognize and encourage students to take appropriate courses that will better prepare them for the future. This system is a point-based system that gets combined with a student's GPA, under our normal grading scale. This system rewards a student for **completing** designated rigorous courses and will earn the student honor points.

To qualify for Cum Laude or Higher: The student must minimally have a 3.4 cumulative grade point average and have earned a minimum of 4 Laude points. Once students meet these requirements they will earn one of the following distinctions:

Cum Laude (With honor/distinction), 4 – 17.49 honor points

Magna Cum Laude (With great honor/distinction), 17.5 – 28.79 honor points

Summa Cum Laude (With highest honor/distinction), 28.8 honor points or more

**Academic Excellence Scholarship: Refer to language spelled out in Board Policy 5451.02*

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 5K-8 Level

Criteria: To be promoted all students in grades 3-8 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 "S" in grades one and two or a "D" or higher in grades three 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.

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.

Referral shall be based on failing grades at the middle of the first quarter.

- The BCT shall meet to problem-solve the relevant behavior and educational issues regarding the student and implement strategies to help the student improve his/her failing grades or performance. The student's grades or performance shall be monitored throughout the second quarter by the BCT. An educational assessment may be completed upon recommendation of the SAT BCT. The student's parents/guardians shall be notified.
- If, at the end of the first semester, the student continues to receive less than a "D" or less in core area subjects, the BCT will review and revise the previous plan and implement new strategies to help improve the student's failing grades or performance. An educational assessment shall be completed unless this was already done during the second quarter of the school year. The student's parent/guardians/guardians shall be notified.
- The BCT shall monitor student progress bi-weekly during the third quarter. The BCT will make a promotion or retention recommendation to the building principal by the end of third quarter. The student's parent/guardians/guardians will be kept informed of student progress and the preliminary recommendation. The district administrator shall be informed.
- Final determination of a retention, promotion, or promotion conditioned on a remediation plan shall be made by the building principal and reported to the district administrator and be based, in part, on the 4th quarter mid-term grades or performance. The principal shall provide a written notice of the decision to the parents/guardians at least 4 weeks before the end of the school year.

Appeal Process

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

The following number of earned credits designates the grade in which the student will be registered:

Freshman 0 to 5 Credits
Sophomore 6 Credits to 11 Credits
Junior 12 Credits to 17 Credits
Senior 18 Credits or more

GRADUATION REQUIREMENTS

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

1. Student must attend high school for eight (8) semesters.
2. A student must be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school. Students may be eligible for early graduation in accordance with established policy and procedures. Students may have the eight-semester requirement waived if the early graduation procedures established in the rules are followed.
3. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of at least 24 credits in grades 9 through 12 to include:
 - English 4 credits
 - Social Studies 3 credits
 - Employability Skills 1/2 Credit
 - Physical Education 1 ½ credits
 - Health ½ credit
 - Math 3 credits
 - Science – 3 credits
 - Electives 8 1/2 credits
4. All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.
5. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).
6. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma A post-high school candidate is a student who is less than twenty-two (22) years of age at the time of his/her requested re-enrollment and whose class has previously graduated. District Administrator's approval is required for all students who are twenty-two (22) years of age or older. Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not when the student first exited school.
7. Post-Secondary Course Work Post-secondary course work to be applied toward a high school diploma must be taken through a(n):

- A. correspondence/online school Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.
- B. accredited college/technical College. Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:
1. The college/technical college course is not a duplicate of a high school course.
 2. If the course is a logical next step course in subject sequence and is not offered in any form by the high school.
 3. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above described course work will be based upon and follow the policies established PI 40, Youth Options.

8. Attendance – Graduation Requirements: Current seniors must attend ninety percent (90%) of their scheduled graded classes during the last semester of their senior year to participate in the commencement ceremony. Confining illnesses verified by a doctor’s statement and school-sponsored absences such as field trips and athletic competitions constitute exceptions to this requirement. All other absences including illnesses, appointments, vacations, etc., will not constitute exceptions. Administrative discretion will constitute the final decision.
9. School Program Obligations: All fee, fine, detention, and similar obligations arising from student participation in school programs must be fulfilled before the student can participate in the commencement ceremony.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony. The principal shall determine whether a student has satisfied the criteria in this policy. A student may be denied participation in graduation activities for disciplinary reasons

EARLY COLLEGE CREDIT PROGRAM

The 2017 Wisconsin Act 59 eliminated the Course Options and Youth Options programs. The Youth Options statute (118.55) was renamed the Early College Credit Program. The statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, “institution of higher education” means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. Courses may be denied by the school if a comparable course at the school already exists.

START COLLEGE NOW PROGRAM

“Start College Now” will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. Students looking to take courses in the fall semester must turn in the application by March 1. For spring semester courses the same application is used, however the due date is October 1.

The Board of Education will provide students enrolled in the District with the ability to take up to two (2) courses at any given time through one or more other educational institutions as outlined in the information above. Please contact the high school counseling office at (920) 596-5802.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Department.

Honor Roll

High Honor 4.00 **Honor** 3.50 – 3.99 **Honorable Mention** 3.00 – 3.49

ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

DIPLOMA DEFERRAL

Social graduation is an opportunity for students with individual education programs (“IEPs”) to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

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 NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school,

students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in “cyberbullying” is prohibited. “Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or Social Media accounts, 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.”

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on Social Media;
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/recordings of students or school staff members or post these images on video sharing sites such as You Tube or any Social Media.
4. Posting misleading or fake photographs of students or school staff members on web sites, or Social Media.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

STUDENT ASSESSMENT

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

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

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

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

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

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

College entrance testing information can be obtained from the Guidance office.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board of Education. Authorized groups include:

CO-CURRICULAR ACTIVITIES

Co-curricular activities will include but are not limited to the following:

Art Club	FBLA	FOR Club
Art Team	Ski Club	Quiz Bowl
FFA	Forensics	Solo & Ensemble
Student Council	Pep Band	National Honor Society

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

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

ATHLETICS

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (920) 596-5838.

Basketball	Softball	Wrestling	Baseball
Cross Country	Football	Track	Bowling Club
Golf	Volleyball	Cheer/Dance Club	Lifting Club

STUDENT EMPLOYMENT

The school district of Manawa recognizes the importance and promotes jobs that further a student's educational goals. If a student believes that s/he must maintain a job in addition to going to school s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents i.e. work permits. In addition, students are encouraged to work through the work study program to receive certification and recognition for their efforts. Only students that are enrolled in this program will be allowed to leave school for work.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

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

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines.

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

Excuse for Absence

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

Excused Absences

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

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 5 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction.

Permission of Parent/Guardian

The student may be excused by his or her parent/guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

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

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

Religious Holiday

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

Suspension or Expulsion

The student has been suspended or expelled.

Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

High School Equivalency – Secured Facilities

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child-caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parent/guardian or guardian must agree that the student will continue to participate in such a program.

Child at Risk

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

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

- Quarantine: Quarantine of the student's home by a public health officer.
- Illness of an Immediate Family Member

- **Emergency:** An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

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

Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District’s Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. If a student is unexcused or without prior approval of the absence, the student-athlete is not allowed to practice or play in an athletic event that evening.

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

Examples of Unexcused Absences:

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

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts’ Truancy Plan are carried out.

Parent/Guardian Responsibilities

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

Student Responsibilities.

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

Students Leaving School During the School Day

Closed Campus: Little Wolf Jr./Sr. H.S operates under a closed campus policy. Students who meet the criteria for the Honor Pass, may leave at lunch (grades 9-12) and RtI (grades 11-12).

Honor Pass

The Honor Pass is a program that has been designed collaboratively with staff and students that provides student choice and incentivize academics and positive behavior. The staff and students believe that this program helps to support the school's Positive Behavior Interventions and Supports (PBIS) program as well as prepare students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.

Qualifications:

- GPA of 2.75 or higher
- Completed Application Form
- Teacher recommendations
- Parental approval

Privileges:

- Open campus lunch for students (9-12).
- Opportunity to leave campus during RtI (grades 11-12) – provided the student is not claimed by a teacher for an academic purpose, currently in a structured (RtI) program, or club meeting time.
- Opportunity to go to the gym, commons, or the student lounge in the library during RtI. (grades 7-12)
- Opportunity to meet with an instructor of their choice for enrichment, remediation, homework assistance or Advanced Placement (AP) classes.

Honor Pass Revocation

Honor Passes can be revoked by any School District of Manawa staff member for the following reasons listed below. Parents and the police also have the option of revoking the privilege by contacting the school.

- Failing grades
- Ten tardies
- Three Discipline Referrals
- 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.

Make-Up Course Work and Examinations

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

Unexcused Absences

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

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

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

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

TARDINESS

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. High School/Middle School. All students who are tardy to school must report to the principal's office to sign in.
- d. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

On the day of an event, students must attend school or be pre-excused from school by a parent/guardian for admission into an athletic/nonathletic activity. Final decision to be rendered by the administration. (Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)

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

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

CODE OF CONDUCT

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

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

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.
- Purchase use or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered. Students who knowingly or unknowingly attend a party/gathering where alcohol is being used illegally or drugs are present, are expected to remove themselves immediately from the residence. Students are encouraged to report the scenario to a school administrator immediately.

- 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 seventh through twelve. Code of conduct violations will stay with incoming freshman from the Jr. High until the entirety of the suspension is fulfilled. Once a middle school

infraction is fulfilled, future infractions as a high school student will be treated as a first offense.

- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

Listed below is the number of contests students would have to sit out if they violated the co-curricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation, fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					
*25%	1	1	1	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fractions of percentages have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.
- Teams that automatically qualify for Regional competition are counted in the total number of competitions.

Completion of Suspension

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

Non-Athletic Activities

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

Athletic & Non-Athletic Activities

- Any student, who in good faith, refer themselves or parents/guardians who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

Appeal Procedure

- The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the

Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes or suspend the enforcement of the suspension. All decisions rendered by the appeal board are considered final.

Sportsmanship

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

Membership

As stated in the WIAA High School Handbook – Article VII – Health and Behavior/Compliance:
Section 1 – Required Documentation

- A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
- 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
 - 2) Acknowledgement of receiving the WIAA rules of Eligibility.
 - 3) Current physical exam form to participate in sports or alternate year card
 - 4) Sports fee paid or fee waive turned into school office.
 - 5) Concussion information sheet must be obtained by athletic director.

Section 2 – Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.
- B. Physical examinations are good for two years from the date the physical was given.
- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings – “hole in one win a car”**
 - Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend other arrangements must be made.

Academic Eligibility

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- Athletes who earn an “F” at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate in 25% of

the total games or appearances of that sport's full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.

- Athletes who receive 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. 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
2019-2020**

Following is the list of Athletic Co-Curricular Activities and their fees for the Junior High School:

Basketball (Girls & Boys)	\$15.00
Cross Country (Girls & Boys)	\$15.00
Football	\$15.00
Track (Girls & Boys)	\$15.00
Volleyball	\$15.00
Wrestling Club	No Charge

Maximum per Junior High student \$30.00 per year

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
Cheer/Dance Club	No Charge

Maximum per High School student \$75.00 per year

Maximum per family (Junior and Senior High) \$150.00 per year

Fees are to be made payable to Little Wolf Jr./Sr. High School.

DRESS AND GROOMING

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

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

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, strapless, or off the shoulder garments worn.
- Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, 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)

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

Reporting Concerns:

Anyone in violation will be sent to the office.

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

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

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

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

CARE OF PROPERTY

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her 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 CONDUCT

School rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Disciplinary action will be decided on a case-by-case basis and imposed after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
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, bullying, cyber-bullying, 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.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Violation of bus rules.
29. Refusal to accept discipline.
30. Criminal conduct.
31. Academic cheating/plagiarism

DRUG ABUSE PREVENTION

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 IS PROHIBITED

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

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

STUDENT CODE OF CLASSROOM CONDUCT

The School District of Manawa 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 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 School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

GROUND FOR REMOVAL OF A STUDENT FROM CLASS

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

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

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

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

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

PROCEDURE FOR STUDENT REMOVAL FROM CLASS

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

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

Student Placement

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

- 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.

Parent/Guardian Notification Procedures

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

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

Students with Disabilities

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

Definitions

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

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

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

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 Discipline

The following rules shall apply to In-School Restriction.

- 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.

SUSPENSION AND EXPULSION

A. **Suspension**

1. **Duration and Grounds for Suspension**

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

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

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

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

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

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

3. **Notice of Suspension**

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

4. **Sending a Student Home on the day of the Suspension**

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

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

5. **Opportunity to Complete School Work**

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

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

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

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

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

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

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

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

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

B. **Expulsion**

1. **Grounds for Expulsion**

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

- Repeatedly refused or neglected to obey the rules established by the School District;

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

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

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

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

3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent/guardian if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

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

4. **Expulsion Order**

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

5. **Student Records**

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

Discipline of Disabled Students

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

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

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

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

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

STUDENT'S RIGHTS OF EXPRESSION

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

- A. A material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent, or vulgar,

2. Advertises any product or service not permitted to minors by law,
 3. Intends to be insulting or harassing,
 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT SUGGESTIONS AND COMPLAINTS

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

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students.

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

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

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

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

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

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

During the trip

Each student shall:

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

Leaving the bus

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

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

VIDEOTAPES ON SCHOOL BUSES

The Board of Education may authorize the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

PENALTIES FOR INFRACTIONS

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

SELF-TRANSPORTATION TO SCHOOL

- Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent/guardians assume full responsibility for any transportation to and from School not officially provided by the school.
- The following rules shall apply.
- Parking lot speed limit is 5 mph.
- **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 are allowed to 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: _____



Students choosing to excel; realizing their strengths.

To: Dr. Melanie J. Oppor
 From: Michelle Pukita
 Date: July 11, 2019
 Re: MES Student Handbook

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

Page #	Current Language (If applicable.)	Proposed Change or Addition
Cover	2018-2019; Manawa Wolves; www.manawa.k12.wi.us	2019-2020; Students to excel; realizing their strengths; www.manawaschools.org
2	2018-2019; Students Handbook adopted June 2018	2019-2020; Student Handbook adopted June 2019
3	2018 – 2019 School Calendar	2019 – 2020 School Calendar
4	Courtney Stilen; cstilen Kindergarten teacher; TBD@manawaaschools.org ; Andrea Whitman; 1 st grade teacher; awhitman@manawaschools.org ; Sarah Highlander; 5 th grade teacher; shighlander@manawaschools.org	Hayley Harvey; kindergarten teacher hharvey@manawaschools.org Casey Johnson; 1 st grade teacher cjohnson@manawaschools.org Andrea Whitman; 5 th grade teacher; awhitman@manawaschools.org
5	Randi Arenson; DISTRICT NURSE rarenson@manawaschools.org Stephanie Flynn Special Education Secretary Robert Phelan Custodian Diane Teuscher Para-professional	TBD; DISTRICT NURSE; TBD@manawaschools.org No longer in MES handbook as Stephanie is located in District Office Staff Diane Teuscher Custodian This position was no longer needed
8	If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018 the language in the most current policy or administrative guideline prevails	If any of the policies or administrative guidelines referenced herein are revised after June 30, 2019 the language in the most current policy or administrative guideline prevails

8	<i>The School District of Manawa is the place where students choose to excel academically and realize their strengths.</i>	<i>MES is a supportive and encouraging environment where students and staff can learn and grow through a collaborative and positive approach. Staff and students will respect and listen to each other while sharing the responsibility of learning.</i>
14	Arrival School begins promptly at 7:50 a.m.	Arrival School begins promptly at 7:50 a.m. for Grades K through 6 and 7:40 a.m. for 4K and Early Childhood.
14	Daily Schedule 7:30 a.m. Breakfast 7:40 a.m. Students report to classrooms 7:50 a.m. Classes begin 10:50 a.m. Morning 4K & Early Childhood dismissal 11:50 a.m. Afternoon 4K begins 2:50 p.m. Dismissal for students	Daily Schedule 7:30 a.m. Breakfast 7:40 a.m. Students report to classrooms & Morning 4K and Early Childhood begins 7:50 a.m. Classes begin K through 6 10:50 a.m. Morning 4K & Early Childhood dismissal 11:40 a.m. Afternoon 4K and Early Childhood begins 2:50 p.m. Dismissal for 4K and Early Childhood through Grade 6 students
14	<i>Wednesday Early Dismissal will be 1:50 p.m., except on September 5th and June 5th dismissal will be 2:50 p.m.</i>	<i>Wednesday Early Dismissal will be 1:50 p.m., except on August 28th and May 27th dismissal will be 2:50 p.m.</i>
25	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.	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). Devices must be stored out of sight unless allowed by a teacher or administrator.
25	Students agree that the PCD will remain turned off except when the student is using the device. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.	Students agree that the PCD will remain silent and out of sight except when allowed by a teacher or administrator. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.
28	LUNCH PROGRAM Hot Lunch & Breakfast Prices for 2018-2019 School Year: Hot Lunch (Per Day) Elementary: \$2.80	LUNCH PROGRAM Hot Lunch & Breakfast Prices for 2019-2020 School Year: Hot Lunch (Per Day) Elementary: \$2.80

	Adult: \$\$3.50 Breakfast Elementary : \$1.20 Adult: \$1.75 Milk (Per day): \$.30	Adult: \$\$3.50 Breakfast Elementary : \$1.30 Adult: \$1.75 Milk (Per day): \$.40
33	Excused Absences Permission of Parent/Guardian	Excused Absences Permission of Parent/Guardian Weather Related - As parents, you are the final authority as to whether you believe it is safe for your child to get to school. If you believe that it is too cold or the snow is too deep or the weather is too unsettled, your decision may be to keep your child home. You have the right and responsibility to make attendance decisions for your children based on your individual circumstances. Please notify your student's school as you would for any other absence.
50		Added the Logo

*Any changes to this handbook after 6/17/2019 will reflect personnel that has been approved by the SDM Board of Education.

Student Handbook

2019-2020



Students choosing to excel; realizing their strengths.

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

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

www.manawaschools.org

Manawa Elementary Handbook 2019-2020



Dear Students and Parents:

Welcome to the 2019-2020 school year. We are excited that you are a part of our great School District of Manawa and look forward to working with you and your child.

Please read and keep this book as a reference for any questions that may come up throughout the year. The handbook contains all of the necessary information about the day to day operation of our school. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office.






I look forward to working together with you during the course of the school year. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Mrs. Michelle Pukita

- Mrs. Michelle Pukita, Principal (920) 596-2259
- Ms. Dannel Brauer, Special Education/Curriculum and Instruction Director, (920) 596-5301
- Ms. LuAnne Ujazdowski, School Counselor (920) 596-5703
- Mrs. Kris Thompson, Administrative Assistant, (920) 596-2238

Board of Education Approval:
Student Handbook adopted July 2019

-  No School
-  P/T Conferences
-  Early Release / Staff Development
-  End of Quarter / Semester
-  Inservice (No School)

SCHOOL DISTRICT OF MANAWA
2019 - 2020 SCHOOL CALENDAR
 Board Approved June 17, 2019

1 Hour Early Release Day
 Commencement

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 - Independence Day Observed

- 1 - No School - Holiday Break
- 17 - End of 2nd Qtr (46 days)
- 17 - End of 1st Semester
- 20 - Records / Inservice - No School
- 21 Student Days - 1 Inservice

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 13 - New Curriculum Day
- 16 - New Teacher Orientation
- 7/1 - 8/23 All District Staff Floating Work Day-Specialized Training
- 7/1 - 8/23 Teacher Floating Day
- 19 - All Teacher In-Service
- 20 - All District Staff In-service a.m. Work in Buildings
- 20 - p.m. - Back to School Night 3:30 to 6:30 p.m.
- 26 - 1st Day of School

- 6 - P/T Conf 3:30 - 6:30 p.m. Both Schools
- 7 - No School P/T Conf 7:30 to Noon
- 17 - No School - Inservice Day
- 18 Student Days / 1 Inservice / 1 PT Conf

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - Labor Day - No School

- 2-6 - Spring Break - No School
- 27 - End of 3rd Quarter (42 days)
- 17 Student Days

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 24 - Early Release - P/T Conf 12:30 to 8:00 p.m.
- 25 - No School
- 30 - End of 1st Quarter (46 days)
- 22 Student Days / 1 PT Conf

- 10 - Holiday Break - No School
- 21 Student Days

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 8 - Early Release / Staff Development
- 27-29 No School - Thanksgiving
- 18 Student Days / .5 Inservice

- 13 - Recognition Celebration After School
- 23 - Commencement Ceremony
- 25 - No School - Memorial Day
- 29 - Last Day of School (43 Days)
- 29 - Records & Check Out Until 7:00 p.m.
- 20 Student Days / 1 Holiday / 1 Inservice

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 16 - BOE Meeting
- 23-31 No School - Holiday Break
- 15 Student Days

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OFFICE STAFF

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To reach any staff member by phone, please call the office at 596-2238 and our school secretary will re-direct your call. We ask that all non-emergency calls during teaching periods be directed to voice-mail.

VALUABLE MEMBERS OF MANAWA ELEMENTARY STAFF

SUE LOUGHRIN	FOOD SERVICE
JENNIE BEYER	FOOD SERVICE
DEE DEE LOWNEY	CUSTODIAN
DIANE TEUSCHER	CUSTODIAN
CONNIE SELL	PARA-PROFESSIONAL
TAMARA JOHNSON	PARA-PROFESSIONAL
TORI GAST	LIBRARY PARA-PROFESSIONAL
MELISSA LOBIANCO	PARA-PROFESSIONAL
PAT SPIEGELBERG	PARA-PROFESSIONAL
LAURA O'BRIEN	PARA-PROFESSIONAL

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

FOREWORD

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

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact LuAnne Ujazdowski, Guidance Counselor or Principal Michelle Pukita. You will find their phone numbers/e-mail addresses listed in the Staff Directory section of the handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2019 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

MISSION OF THE SCHOOL

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

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits 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 (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact school counselor, LuAnne Ujazdowski, at 920-596-5703.

Any person who believes that the Manawa Elementary 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 listed below:

Dan Wolfram
Principal (920) 596-5310
dwolfram@manawa.k12.wi.us

Carmen O'Brien
Business Manager (920) 596-5332
cobrien@manawa.k12.wi.us

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

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

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

Harassment Policy*

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

Summary of Board of Education Policy

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

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

Definitions

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

Reporting Procedures

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

The reporting procedures are as follows:

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

Confidentiality

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

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action 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

**Parents/guardians and students are encouraged to read the full text of the Board of Education Policy governing Bullying available on the District web site or by contacting the school main office.*

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 which 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.

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 bullying behavior need not be based on any of the legally protected characteristics. It includes but is not necessarily limited to such behaviors as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

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 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 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.

Parents and/or guardians 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. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parent/guardians, 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, that 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 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. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. 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.

Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyber-bullying" – 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."

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment" means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of 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 obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- 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 include, but is 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; or
- F. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;

- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, 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. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

SECTION 504/ADA COMPLAINT

Any person who believes that the Manawa Elementary 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:

LuAnne Ujazdowski
 School Counselor, (920) 596-5703
lujasdowski@manawa.k12.wi.us

The complaint procedure is available in the School office.

SCHOOL DAY/BELL SCHEDULE MANAWA ELEMENTARY BELL SCHEDULE

Arrival

School begins promptly at **7:50 a.m. for Grades K through 6** and **7:40 a.m. for 4K and Early Childhood**. Students may be dropped off as early as 7:30 a.m. for breakfast. Please do not drop students off before 7:30 a.m. as we cannot guarantee adult supervision prior to this time.

Daily Schedule

7:30 a.m.	Breakfast
7:40 a.m.	Students report to classrooms & Morning 4K and Early Childhood begins
7:50 a.m.	Classes begin K through 6
10:50 a.m.	Morning 4K & Early Childhood dismissal
11:40 a.m.	Afternoon 4K and Early Childhood begins
2:50 p.m.	Dismissal for 4K and Early Childhood through Grade 6 students

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

**Wednesday Early Dismissal will be 1:50 p.m., except on August 28th and May 27th dismissal will be 2:50 p.m.*

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

STUDENT WELL-BEING

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

All students must have an emergency medical card completed, signed by a parent/guardian 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 Manawa Elementary School are required to enroll with their parent or legal guardian. When enrolling, the parent/guardian will need to bring:

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

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

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

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

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

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

OPEN ENROLLMENT

The School District of Manawa will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the 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/guardians 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, Trisha Taber.

STUDENT ACCIDENTS/ILLNESS/CONCUSSION

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

EMERGENCY MEDICAL AUTHORIZATION

Per Board policy, 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.

USE OF PRESCRIBED MEDICATIONS

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

- Parents/guardians should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the principal and the school nurse before the student will be allowed to begin taking any medication (including emergency medications for allergies and/or reactions) during school hours. The forms are available in the School office.
- All medications to be administered during school hours must be registered with the nurse's office.
- Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent/guardian.

- For each prescribed medication, the container shall have a pharmacist's label with the following information:
 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

- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- Any unused medication unclaimed by the parent/guardian will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained by the School that will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent/guardian's written release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from both physician and parent/guardian, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

USE OF NON-PRESCRIBED (DRUG PRODUCTS)

- Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parent/guardian consent.

The Nonprescription Drug Product Request must be filed with the School Nurse or Principal before the student will be allowed to begin taking any medication during school hours.

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 parent/guardians request to administer a nonprescription drug product shall contain the following information:

- A. Student's name
- B. Date
- C. Name of medication
- D. Dosage and frequency
- E. Special handling and storage directions

Further, only those nonprescription drugs that are provided by the parent/guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents/guardians may authorize the school to administer a non-prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also authorize on the form that their child:

- May self-administer the medication.
- Keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed drug product without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

HEAD LICE

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human

Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

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

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 Dr. Melanie J. Oppor (920) 596-2525.

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

Services are also available to students with limited English proficiency. To inquire about programs and services, a parent/guardian should contact Carmen O'Brien at (920) 596-5840.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parent/guardians and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parent/guardians of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes student records that identify a student's name, photograph, participation in officially recognized activities and sports, weight and height for members of athletic teams, date of graduation, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

- If parents/guardians and eligible students do not submit their written objection to dissemination to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent/guardians' consent in writing. However,

there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent/guardian's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Dr. Melanie J. Oppor.

Parents/guardians and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, his/her parent/guardian, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parent/guardians;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parent/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Jeanne Frazier, Administrative Assistant, to inspect such materials.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. The administration of any survey by a third party that contains one or more of sensitive information contained in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT FEES, FINES, AND CHARGES

The district fee for Kindergarten through Grade 6 students is \$15.00.

There is no district fee for 4K students.

The field trip fee for 4K through Grade 6 students is \$10.00.

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

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- Students under the age of nine (9) must be accompanied by a parent/guardian or person sixteen (16) years of age or older.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from such students' parent/guardians to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent/guardian or a person at least sixteen (16) years of age.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS

Parents/guardians have the right to review any instructional materials 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.

MEAL SERVICE

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

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

FIRE AND TORNADO DRILLS

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

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

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

EMERGENCY CLOSINGS AND DELAYS

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

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

WBAY-CH 2
WSAW-CH 7
NBC 26

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used

in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

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

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

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

USE OF 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.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

SCHOOL DISTRICT OF MANAWA

Electronic Communication Device Policy

The School District of Manawa recognizes the value electronic communication devices add to the educational experience of all students as well as aid in improving communication with parents/guardians. Students may use personal communication devices (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). Devices must be stored out of sight unless allowed by a teacher or administrator.

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.

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. 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 are personally and solely responsible for the care and security of their PCDs. The School District of Manawa and its employees assume no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.
- Students agree that the PCD will remain silent and out of sight except when allowed by a teacher or administrator. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.
- 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.
- 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. See Locker Room Privacy Policy.
- 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 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 their WCDs 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.

Parents/guardians 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 parent/guardians during permissible times of the school day.

LEGAL REF.: Section 118.28 Wisconsin Statutes

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

1st offense – Warning – device is requested to be turned off.

2nd offense – Teacher confiscates for the class period.

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

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

WEAPONS

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

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

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

ADVERTISING OUTSIDE ACTIVITIES

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

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

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

SAFETY AND SECURITY

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

LUNCH PROGRAM

Hot Lunch & Breakfast Prices for 2019-2020 School Year:

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

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

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

SECTION II - ACADEMICS

FIELD TRIPS

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

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

GRADES

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

GRADING PERIODS

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

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

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

PROMOTION, PLACEMENT, AND RETENTION

Grades 5K-6 Level

Criteria: To be promoted all students in grades 3-8 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 "3". 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. "Universal screening is the systemic assessment of all children within a given class, grade, school building, or school district, on academic and/or social-emotional indicators that the school personnel and community have agreed are important" (Ikeda, Neessen, & Witt, 2009).

Universal screeners are administered in fall, winter, and spring if:

- A student scores below the cut score, differentiation instruction within the classroom will take place. The Building Consultation Team (BCT) supports the teacher in this process.
- The student continues not meeting the target growth; the BCT reviews additional data (formative, summative, and observational). The team then consults with the relevant staff and the parent/guardian is contacted. The team and parents review STAR data, Fountas and Pinnell Benchmark results, and teacher data.
- A BCT meets to identify appropriate evidence based on the intervention plan. The teacher documents frequency, duration, and method of data collection. The progress monitoring data is brought to the BCT throughout the intervention. Tier 2 (small group instruction provided outside of the classroom setting) will be put in place.
- If the intervention was successful, the student returns to universal instruction and the teacher continues to monitor progress for four (4) to six (6) weeks to ensure progress is maintained.
- If the intervention was not successful, then the BCT meets and reviews fidelity and intensity of the intervention. The plan will be modified and Tier 3 (individualized intervention) will be put in place.
- If this is unsuccessful, the BCT will reconvene and review the fidelity and intensity of the intervention. The plan will be modified and the appropriateness of a special education referral will be considered

Appeal Process

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

HOMEWORK

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

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

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

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyber-bullying" is prohibited. "Cyber-bullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, 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."

Cyber-bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member 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/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

STUDENT ASSESSMENT

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

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

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

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

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

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

CO-CURRICULAR ACTIVITIES

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

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

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

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five-(5) year-old kindergarten shall attend school regularly, religious holidays exempted, during the full period and hours that kindergarten is in session until the end of the school term.

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

Excuse for Absence

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

Excused Absences

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

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 5 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction.

Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

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

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

Religious Holiday

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

Suspension or Expulsion

The student has been suspended or expelled.

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

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

Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent/guardian or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences.

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

Examples of Unexcused Absences:

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

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

Parent/Guardian Responsibilities

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

Student Responsibilities.

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

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

TARDINESS

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

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

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

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

CODE OF CONDUCT

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

Conduct that would reflect 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.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered. Students who knowingly or unknowingly attend a party/gathering where alcohol is being used illegally or drugs are present, are expected to remove themselves immediately from the residence. Students are encouraged to report the scenario to a school administrator immediately.

Sportsmanship

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

DRESS AND GROOMING

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

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

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

- It is encouraged to wear shoes with a back strap to keep children safe for playground running and play.

Students should consider the following questions when dressing for school:

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

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

Reporting Concerns:

Anyone in violation will be sent to the office.

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

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

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

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

CARE OF PROPERTY

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

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

STUDENT CONDUCT

School rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Disciplinary action will be decided on a case-by-case basis and imposed after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
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, bullying, cyber-bullying, 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.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Violation of bus rules.
29. Refusal to accept discipline.
30. Criminal conduct

DRUG ABUSE PREVENTION

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.
- or purposes of this policy, "drugs" shall mean: dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals that release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes":
- Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

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

USE OF TOBACCO IS PROHIBITED

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

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

STUDENT CODE OF CLASSROOM CONDUCT

The School District of Manawa 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 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 School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

GROUNDINGS FOR REMOVAL OF A STUDENT FROM CLASS

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

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

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

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the school;
- C. Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 - 1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
 - 2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
 - 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
 - 4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
 - 5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
 - 6. Pushing, striking, or other inappropriate physical contact with a student or staff member
 - 7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
 - 8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
 - 9. Restricting another person's freedom to properly utilize classroom facilities or equipment
 - 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
 - 11. Throwing objects in the classroom
 - 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking
 - 13. Behavior that causes the teacher or other students fear of physical or psychological harm
 - 14. Willful damage to or theft of school property or the property of

- 15. others
Repeated use of profanity
- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
 - 1. Repeated reporting to class without bringing necessary materials to participate in class activities
 - 2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- E Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. Is inconsistent with class decorum and the ability of other to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

PROCEDURE FOR STUDENT REMOVAL FROM CLASS

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

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

Student Placement

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

- 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.

Parent/Guardian Notification Procedures

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

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

Students with Disabilities

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

Definitions

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

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

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

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:

- Writing assignments;
- Change of seating or location;
- Lunch-time detention;
- In-school restriction

SUSPENSION AND EXPULSION

A. Suspension

1. Duration and Grounds for Suspension

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

- a. Noncompliance with school or School Board rules;

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

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

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

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

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

3. Notice of Suspension

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

4. Sending a Student Home on the day of the Suspension

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

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

5. Opportunity to Complete School Work

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

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

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

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

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

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

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

7. Co-Curricular or Extra-Curricular Participation

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

B. Expulsion

1. Grounds for Expulsion

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

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;

- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

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

2. Expulsion for Bringing a Firearm to School

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

3. Expulsion Hearing

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

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

4. Expulsion Order

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

5. Student Records

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

Discipline of Disabled Students

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

SEARCH AND SEIZURE

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

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

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

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

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

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

STUDENT'S RIGHTS OF EXPRESSION

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

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

violation of school regulations, or the commission of an unlawful act.

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

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

STUDENT SUGGESTIONS AND COMPLAINTS

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

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

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

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

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

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

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

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;

- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parent/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

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

Leaving the bus

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

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

VIDEOTAPES ON SCHOOL BUSES

The Board of Education may authorize the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

PENALTIES FOR INFRACTIONS

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

SELF-TRANSPORTATION TO SCHOOL

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

Addendum A

SCHOOL DISTRICT OF MANAWA

HARASSMENT COMPLAINT FORM

(Attach additional sheets if necessary)

Date: _____

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ 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: _____



Student / Parent / Guardian Handbook:

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.

Parent/Guardian Signature: _____ ***Date:*** _____

Student(s) Signatures(s): _____

FUNDRAISER INFORMATION

2019-20 Budget Year (Last Revised 6-03-2019)

Name of Fundraiser (K-6)	Class or Club	Purpose	Dates
Box Top for Education	All Grades	To purchase unbudgeted teacher itmes.	All Year
PTO Wolf Walk	PTO	To fund PTO activities to support school functions.	Fall
PTO Penny War	PTO	To offset unbudgeted expenses and support positive school climate activities at MES.	March 6-10, 2017
Hansen's Food	All Grades	To fund field trips and other class activities.	All Year
Valentine's Day Cookies	Student Council	To fund Student Council activities.	All Year
Book Fair/BOGO Fair	Librarian	To fund books for library, book room, and/or classrooms.	November & May
Java Fridays	Special Education	Self-sustaining work experience for students.	All Year
Name of Fundraiser (7-12)	Class or Club	Purpose	Dates
Jr. High Dances	7th and 8th Grades	Offset costs of PBIS Reward trips/Washington D.C.	All Year
Spanish Meals Parent Teacher Conf. Dates	Spanish Dept.	Costa Rica Trip	(10/2, 2/6)
Nutty Bars	Spanish Dept.	Costa Rica Trip	All Year
Finals Munchies and Beverages	NHS	Fund Activities	January/June
Seroogy's	Art Club/Art Team	Art Team T-Shirts, Cumulative end of the year trip for Art Club	All Year
Concessions	Student Council	To pay for projects.	Football season, volleyball season, girls basketball season, boys basketball season, track season, and a portion of the wrestling season
Vandewalls Chocolate	7th and 8th Grades	To fund 2021 Washington D.C. trip.	All Year
Shirt Sales	Student Council	To pay for projects.	September
Fruit Sales (Russ Davis - wholesale)	Choir/Band	To fund various fees for solo ensemble.	October/November
Sale of Shakes	Student Council	To pay for projects.	February & March
Flower Sales	Student Council	To pay for projects.	February & March
TBA	Student Council	To assist with hosting State Student Council Convention	

FFA Dessert Auction (At Banquet)	FFA	To pay for leadership development/chapter expenses.	March or April
Donors Choose Drum Project	Vocal Music	African Drum acquisition for General Music	Fall 2018
To Be Determined	Cross Country	Awards, end of year banquet.	September
50/50 Raffle	Choir	Replenish Activity Account for future travel.	Choir Concerts
HS and MS Band and Choir Gourmet Delights Cheesecake Sale	HS and MS Band and Choir	Opportunity for students to raise funds for the individual accounts for travel and other educational activities.	Feb. and March
Choir Concert Concessions	Choir	Replenish Activity Account for future travel.	Choir Concerts
Cookie Dough (Great American Opportunities)	Band	Fund Trip	January
50-50 Raffle Tickets Football Games	Girls Basketball	Uniforms/other activities.	September/October
50-50 Raffle Tickets Basketball Games	Junior Class	Prom.	Winter
Holiday Bread Order	Special Education	Self-sustaining work experience, and help to support community outings.	November - January
Various Projects	Think Pink	Raising money to donate to the American Cancer Society.	All Year
Bottled Water Vending Machine	FFA	Various projects and activities.	All Year
Lollypop Sale	Junior Class	Prom	All Year
Name of Fundraiser (Districtwide)	Class or Club	Purpose	Dates
Project Backpack	Manawa Project Backpack Club	To support the ongoing food and supply costs for student program participants.	Solicitation of donation letter
Color Run	Secondary Special Education	District technology or academic enhancements.	May - Every Other Year - 2018; 2020; 2022; etc.
Mr. Manawa and Bake Sale	Junior Class	Prom fundraiser	25-Mar

RED = eliminated fundraisers

YELLOW = updated/revised fundraisers



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

www.manawaschools.org

Date: July 12, 2019

To: SDM School Board, Administrators

From: Bryant Cobarrubias

Subject: School Year 2019-20 Technology Lease Purchase

Every summer the district purchases technology equipment to prepare for the next school year. We finance this purchase with a three-year \$1 buyout lease. The purpose of this memo is to suggest the committee and school board approve the quote offered by CDW-G for the following:

Item	Quantity	Unit Price	Extended
Promethean ActivPanel Nickel 75" 4K TFT LCD Interactive Display	6	\$2,100.00	\$12,600.00
Dell Chromebook 3100 - 11.6" - Celeron N4000 - 4 GB RAM - 16 GB SSD	140	\$225.00	\$31,500.00
Google Chrome Management Console License - Education	140	\$25.00	\$3,500.00
Dell Latitude 3400 - 14" - Core i5 8265U - 8 GB RAM - 500 GB HDD	12	\$638.00	\$7,656.00
			Total: \$55,256.00

The items listed in this quote will fit into our long-term lease budget. (See attached) This cost will be spread across three years. Included you will find the accepted and rejected quotes.

Dr. Melanie J. Oppor

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Jr./Sr. High School Principal

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Elementary Principal

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Vendor	Item	Qty	Unit	Ext
FireFly Computer	Dell Latitude E5480, Intel Core 6th Generation i5-6300U Processor (Dual Core, up to 3.00 GHz, 3M Cache, 15W), 8GB RAM, 256 GB SSD, 14.0 inch FHD,(1920x1080) Touch LCD, OTP Lite, Windows 10 Pro	12	\$675.00	\$8,100.00
FireFly Computer	Dell Lat 3490 Core i3 8GB RAM 539.00 6,468.00 - 14.1" HD Display - Intel Core i3 Processor - 8GB RAM - 256GB SSD - WIN 10 PRO - Intel HD Graphics - 802.11AC Wireless + Bluetooth	12	\$539.00	\$6,468.00
SHI	Dell Latitude 3300 Intel® Core™ i5-8250U Processor (6M Cache, up to 3.40 GHz Win 10 Pro 64 English, French, Spanish CrowdStrike Falcon Prevent + Device Control 1Yr Subscription Intel Core i5-8250U Processor (4 Core, 6M cache, based 1.6GHz, up to 3.4GHz) 8 Dell - Part#: 3000041292130.1	12	\$805.00	\$9,660.00
SHI	Chromebook 11 3100 Intel(R) Celeron(TM) N4000 Processor (2 Core, 2.6GHz, 4M cache, 6W) 1 USB Type-C, 1 USB 3.1 4GB 2400MHz LPDDR4 Non-ECC 16GB eMMC Hard Drive 11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable Intel(R) Dual Band	140	\$227.50	\$31,850.00
SHI	Chrome OS Management Console - License - academic Google - Part#: CROSSWDISEDU	140	\$23.90	\$3,346.00
SHI	AVer CP Series CP754I - 75" Class LED display - with touchscreen - 4K UHD (2160p) 3840 x 2160 AVer Information - Part#: IFCP754I0	6	\$3,200.00	\$19,200.00
IT Savvy	Dell Latitude 3400 Core i5 8265U / 1.6 GHz - Win 10 Pro 64-bit - 8 GB RAM - 500 GB HDD - 14" 1366 x 768 (HD) - UHD Graphics 620 - Wi-Fi, Bluetooth - BTS - with 1 Year Hardware Service	12	\$649.86	\$7,798.32
IT Savvy	Dell Chromebook 3100 Celeron N4000 / 1.1 GHz - Chrome OS - 4 GB RAM - 16 GB eMMC - 11.6" TN 1366 x 768 (HD) - UHD Graphics 600 - Wi-Fi, Bluetooth - BTS - with 1 Year Dell Mail-In Service	140	\$242.08	\$33,891.20

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IT Savvy	Google Chrome OS Management Console License - academic	140	\$24.50	\$3,430.00
IT Savvy	AVer CP3-75i 75" Class CP3 Series LED display - interactive communication - with touchscreen - 4K UHD (2160p) 3840 x 2160	6	\$3,725.29	\$22,351.74
CDW G	Promethean ActivPanel Nickel 75" 4K TFT LCD Interactive Display	6	\$2,100.00	\$12,600.00
CDW G	Dell Chromebook 3100 - 11.6" - Celeron N4000 - 4 GB RAM - 16 GB SSD	140	\$225.00	\$31,500.00
CDW G	Google Chrome Management Console License - Education	140	\$25.00	\$3,500.00
CDW G	Dell Latitude 3400 - 14" - Core i5 8265U - 8 GB RAM - 500 GB HDD	12	\$638.00	\$7,656.00
Tierney	Dell Latitude Laptop LAT13590W0JKY, 15.6", i5 8250U 8GB, 256 GB SSD (same unit as ordered previously)	12	\$788.00	\$9,456.00
Tierney	Dell Chromebook 11 3000 3100 11.6" Chromebook - 1366 x 768 - Celeron N4000 - 4 GB RAM - 16 GB Flash Memory	140	\$228.58	\$32,001.20
Tierney	Google Chrome OS Management Console License, Education/Dell	140	\$24.00	\$3,360.00

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SDM Long-Term Lease Projection

	Annual Total	OTG	DELL	17-20 Lease	18-21 Lease	19-22 Lease	20-23 Lease	21-24 Lease	22-25 Lease	23-26 Lease
2016-17	\$44,518.00	\$12,103.00	\$32,415.00							
2017-18	\$66,921.24	\$12,103.00	\$32,415.00	\$22,403.24						
2018-19	\$84,188.82	\$12,103.00	\$32,415.00	\$21,670.82	\$18,000.00					
2019-20	\$59,096.32			\$21,670.82	\$18,000.00	\$19,425.50				
2020-21	\$55,425.50				\$18,000.00	\$19,425.50	\$18,000.00			
2021-22	\$55,425.50					\$19,425.50	\$18,000.00	\$18,000.00		
2022-23	\$54,000.00						\$18,000.00	\$18,000.00	\$18,000.00	
2023-24	\$54,000.00							\$18,000.00	\$18,000.00	\$18,000.00

QUOTE CONFIRMATION



DEAR BRYANT COBARRUBIAS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KSRS850	7/12/2019	RFP	4205831	\$55,256.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Promethean ActivPanel Nickel 75" 4K TFT LCD Interactive Display Mfg. Part#: AP7-U75-NA-1 Contract: Wisconsin Counties Association	6	5530673	\$2,100.00	\$12,600.00
Dell Chromebook 3100 - 11.6" - Celeron N4000 - 4 GB RAM - 16 GB SSD Mfg. Part#: 9V222 UNSPSC: 43211503 Contract: Wisconsin Counties Association	140	5512251	\$225.00	\$31,500.00
Google Chrome Management Console License - Education Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: MARKET	140	3577022	\$25.00	\$3,500.00
Dell Latitude 3400 - 14" - Core i5 8265U - 8 GB RAM - 500 GB HDD Mfg. Part#: NRJ36 UNSPSC: 43211503 Contract: Wisconsin Counties Association	12	5490793	\$638.00	\$7,656.00

PURCHASER BILLING INFO	SUBTOTAL	\$55,256.00
Billing Address: MANAWA SCHOOL DISTRICT ACCTS PAYABLE 800 BEECH ST MANAWA, WI 54949-8664 Phone: (920) 596-2525 Payment Terms: NET 30 Days-Govt/Ed	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$55,256.00
	DELIVER TO Shipping Address: MANAWA SCHOOL DISTRICT BRYANT COBARRUBIAS 800 BEECH ST MANAWA, WI 54949-8664 Phone: (920) 596-2525 Shipping Method: UPS Ground (1- 2 day)	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Haley Mcclarey

(877) 427-6220

halemcc@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2019 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



Quote

#159064

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierneybrothers.com

6/24/2019

Bill To
Accounts Payable
School District of Manawa
800 Beech Street
Manawa WI 54949

Ship To
Bryant Cobarrubias
School District of Manawa - WI
800 Beach St
Manawa WI 54949

Memo:

Expires	Sales Rep	Contract	Terms
9/22/2019	376 Chris Kasper		Net 30

Qty	Item	MFG	Price	Ext. Price
140	9V222 Dell Chromebook 11 3000 3100 11.6" Chromebook - 1366 x 768 - Celeron N4000 - 4 GB RAM - 16 GB Flash Memory	Dell	\$228.58	\$32,001.20
140	CROSSWDISEDU-DELL Google Chrome OS Management Console License, Education/Dell	Google	\$24.00	\$3,360.00

Subtotal \$35,361.20

Tax (0%) \$0.00

Shipping Cost \$0.00

Total \$35,361.20

To accept this quotation, sign here : _____

If accepting this quote via purchase order please reference this quote number on your PO. To order via credit card please contact customer service at 612-331-5500.

This document is subject to the terms and conditions found here: www.tierneybrothers.com/SOTC

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit. Returns require an authorization number and must be made within 30 days. Custom orders and "Consumables", such as projector lamps, may not be returned. Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty. Restocking fees varying depending on the product line, expect a minimum charge of 25%.



159064



Quote

#159068

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierneybrothers.com

6/24/2019

Bill To

Accounts Payable
School District of Manawa
800 Beech Street
Manawa WI 54949

Ship To

Bryant Cobarrubias
School District of Manawa - WI
800 Beach St
Manawa WI 54949

Memo:

Expires	Sales Rep	Contract	Terms
9/22/2019	376 Chris Kasper		Net 30

Qty	Item	MFG	Price	Ext. Price
12	Non-Stock Item Dell Latitude Laptop LAT13590W0JKY, 15.6", i5 8250U 8GB, 256 GB SSD (same unit as ordered previously)	Dell	\$788.00	\$9,456.00

Subtotal \$9,456.00

Tax (0%) \$0.00

Shipping Cost \$0.00

Total \$9,456.00

To accept this quotation, sign here : _____

If accepting this quote via purchase order please reference this quote number on your PO. To order via credit card please contact customer service at 612-331-5500.

This document is subject to the terms and conditions found here: www.tierneybrothers.com/SOTC

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit. Returns require an authorization number and must be made within 30 days. Custom orders and "Consumables", such as projector lamps, may not be returned. Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty. Restocking fees varying depending on the product line, expect a minimum charge of 25%.



159068



ITsavvy LLC
 313 South Rohlwing Road
 Addison, IL 60101
 www.ITsavvy.com

Quote Details	
Quote #:	3248980
Date:	06/26/2019
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Bill To:
 ACCT #: 629653
 School District of Manawa
 Accounts Payable
 800 Beech St
 Manawa, WI 54949
 United States

Ship To:
 School District of Manawa
 Accounts Payable
 800 Beech St
 Manawa, WI 54949
 United States

Client Contact:
 Bryant Cobarrubias
 (P) 920-596-2525
 bcobarrubias@manawaschools.org

Client Executive:
 Dennis Winkowski
 (P) 312.676.5241
 (F) 312.676.5242
 dwinkowski@ITsavvy.com

Description: Laptop Computers

Item Description	Part #	Tax	Qty	Unit Price	Total
1 Dell Latitude 3400 Core i5 8265U / 1.6 GHz - Win 10 Pro 64-bit - 8 GB RAM - 500 GB HDD - 14" 1366 x 768 (HD) - UHD Graphics 620 - Wi-Fi, Bluetooth - BTS - with 1 Year Hardware Service with Onsite/In-Home Service After Remote Diagnosis Manufacturer Part #: NRJ36	21828119	Y	12	\$649.86	\$7,798.32
2 Dell Chromebook 3100 Celeron N4000 / 1.1 GHz - Chrome OS - 4 GB RAM - 16 GB eMMC - 11.6" TN 1366 x 768 (HD) - UHD Graphics 600 - Wi-Fi, Bluetooth - BTS - with 1 Year Dell Mail-In Service Manufacturer Part #: 9V222	21851241	Y	140	\$242.08	\$33,891.20
3 Google Chrome OS Management Console License - academic Manufacturer Part #: CROSSWDISEDU-ASU	16040528	Y	140	\$24.50	\$3,430.00
4 AVer CP3-75i 75" Class CP3 Series LED display - interactive communication - with touchscreen - 4K UHD (2160p) 3840 x 2160 Manufacturer Part #: IFPCP375I	21245558	Y	6	\$3,725.29	\$22,351.74

Fair Market Value		\$1 Buy Out	
3 Year FMV / Year	5 Year FMV / Year	3 Year \$1 / Year	5 Year \$1 / Year
\$22,332.93	\$14,964.65	\$24,370.25	\$15,370.24

Lease prices listed above are estimates. They apply for Public School and Municipal Entities only. They are based upon individual credit review and approval. Your final rates will be determined after credit review.

Subtotal: \$67,471.26
 Shipping: \$0.00
 Tax: Exempt
TOTAL: \$67,471.26

*Due to an oversized item a freight quote is required.

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____



Pricing Proposal
 Quotation #: 17367804
 Created On: 7/1/2019
 Valid Until: 7/31/2019

Manawa School District

Bryant Cobarrubias

800 BEECH ST
 MANAWA, WI 549498664
 United States
 Phone: (920) 596-2525
 Fax:
 Email: bcobarrubias@manawaschools.org

Inside Account Executive

Michael Williamson

290 Davidson Ave.
 Somerset NJ 08873
 Phone: 800-477-6479
 Fax: 800-477-6479
 Email: Michael_Williamson@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Chromebook 11 3100 Intel(R) Celeron(TM) N4000 Processor (2 Core, 2.6GHz, 4M cache, 6W) 1 USB Type-C, 1 USB 3.1 4GB 2400MHz LPDDR4 Non-ECC 16GB eMMC Hard Drive 11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable Intel(R) Dual Band Dell - Part#: 3000041292131.1	140	\$227.50	\$31,850.00
2 Chrome OS Management Console - License - academic Google - Part#: CROSSWDISEDU	140	\$23.90	\$3,346.00
		Total	\$35,196.00

Additional Comments

Please note: Google has a zero returns policy.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
 TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions, unless a separate resale agreement exists between SHI and the Customer.



Pricing Proposal
Quotation #: 17367807
Created On: 7/1/2019
Valid Until: 7/31/2019

Manawa School District

Inside Account Executive

Bryant Cobarrubias

800 BEECH ST
MANAWA, WI 549498664
United States
Phone: (920) 596-2525
Fax:
Email: bcobarrubias@manawaschools.org

Michael Williamson

290 Davidson Ave.
Somerset NJ 08873
Phone: 800-477-6479
Fax: 800-477-6479
Email: Michael_Williamson@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Dell Latitude 3300 Intel® Core™ i5-8250U Processor (6M Cache, up to 3.40 GHz Win 10 Pro 64 English, French, Spanish CrowdStrike Falcon Prevent + Device Control 1Yr Subscription Intel Core i5-8250U Processor (4 Core, 6M cache, based 1.6GHz, up to 3.4GHz) 8 Dell - Part#: 3000041292130.1	12	\$805.00	\$9,660.00
		Total	\$9,660.00

Additional Comments

SPECS- 8GB, 1x8GB, DDR4 Non-ECC
M.2 128GB PCIe Class 35 Solid State Drive-13.3" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions, unless a separate resale agreement exists between SHI and the Customer.



Pricing Proposal
Quotation #: 17399662
Created On: 7/9/2019
Valid Until: 7/31/2019

Manawa School District

Inside Account Executive

Bryant Cobarrubias
800 BEECH ST
MANAWA, WI 549498664
United States
Phone: (920) 596-2525
Fax:
Email: bcobarrubias@manawaschools.org

Michael Williamson
290 Davidson Ave.
Somerset NJ 08873
Phone: 800-477-6479
Fax: 800-477-6479
Email: Michael_Williamson@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 AVer CP Series CP754I - 75" Class LED display - with touchscreen - 4K UHD (2160p) 3840 x 2160 AVer Information - Part#: IFCP754I0	1	\$3,200.00	\$3,200.00
		Shipping	\$550.00
		Total	\$3,750.00

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions, unless a separate resale agreement exists between SHI and the Customer.



FireFly Computers
 1271 Red Fox Road
 Saint Paul, MN 55112
fireflycomputers.com

Quote #: E000004444

Manawa School District Bryant Cobarrubias bcobarrubias@manawaschools.org	Customer Number	Quote Date	Expiration Date	Terms
	64494	6/26/2019	7/26/2019	Net 30

Justin Whitehouse
 Direct: 612-213-2960
 Fax: 612-392-2155
 Email: Justin.Whitehouse@fireflycomputers.com

Quantity	Item	Unit Price	Extended Price
12	Dell Lat 3490 Core i3 8GB RAM - 14.1" HD Display - Intel Core i3 Processor - 8GB RAM - 256GB SSD - WIN 10 PRO - Intel HD Graphics - 802.11AC Wireless + Bluetooth - 1-Year Hardware Warranty	539.00	6,468.00
1	Smart RMA Box -Free freight shipping both ways for bulk RMA returns -Includes 30 day no-cost replacement of DOA devices -Individual RMA repair is still available using the standard warranty process	0.00	0.00
Sale Amount:			6,468.00
Other/Misc:			0.00
Sales Tax:			0.00
Total Amount:			6,468.00

Terms And Conditions:

Prices reflect a 3% discount for cash/check payment. Credit card payment is accepted without discount. This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

Ordering:

Please email purchase orders to orders@fireflycomputers.com or fax orders to 612-392-2155

Questions:

If you have any questions regarding this quote, please feel free to contact your FireFly Account Manager listed above at your convenience. We pride ourselves on providing you a quick response.



FireFly Computers
 1271 Red Fox Road
 Saint Paul, MN 55112
 fireflycomputers.com

Quote #: E000004420

Manawa School District Bryant Cobarrubias bcobarrubias@manawaschools.org	Customer Number	Quote Date	Expiration Date	Terms
	64494	6/25/2019	7/25/2019	Net 30

Justin Whitehouse
 Direct: 612-213-2960
 Fax: 612-392-2155
 Email: Justin.Whitehouse@fireflycomputers.com

Quantity	Item	Unit Price	Extended Price
12	Dell Latitude E5480, Intel Core 6th Generation i5-6300U Processor (Dual Core, up to 3.00 GHz, 3M Cache, 15W), 8GB RAM, 256 GB SSD, 14.0 inch FHD,(1920x1080) Touch LCD, OTP Lite, Windows 10 Pro *1 Year Warranty Included*	675.00	8,100.00
1	Smart RMA Box -Free freight shipping both ways for bulk RMA returns -Includes 30 day no-cost replacement of DOA devices -Individual RMA repair is still available using the standard warranty process	0.00	0.00
Sale Amount:			8,100.00
Other/Misc:			0.00
Sales Tax:			0.00
Total Amount:			8,100.00

Terms And Conditions:

Prices reflect a 3% discount for cash/check payment. Credit card payment is accepted without discount. This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

Ordering:

Please email purchase orders to orders@fireflycomputers.com or fax orders to 612-392-2155

Questions:

If you have any questions regarding this quote, please feel free to contact your FireFly Account Manager listed above at your convenience. We pride ourselves on providing you a quick response.

RESOLUTION SY1920#1

July 22, 2019

WHEREAS, Section 119.25 (b) Wisconsin Statutes provides that the School Board of the Manawa School District may authorize the use of an independent hearing officer to determine pupil expulsion from school. Such authorization is effective only during the school year in which it is adopted.

This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the School District of Manawa at a legal meeting held on the 22nd day of July 2019.

Date: _____

Signed: _____
School District Clerk