

School District of Manawa

Board of Education Meeting Agenda - **AMENDED**

April 27, 2020



[Join Hangouts Meet](#)

meet.google.com/wvm-ubpi-ydh

Join by phone

+1 475-222-3644 PIN: 761 228 979#

Dr. Oppor will review the guidelines for conducting a virtual meeting. --- Welcome to this virtual Board of Education meeting. Attending a virtual meeting may be a new experience for some so please allow me to take a moment to review some procedures that will allow everyone to participate.

1. When speaking please state your name before beginning your comments. Some meeting participants are joining by telephone and cannot see the face or name of the speaker as shown on a computer screen. The Public Participation at Board Meetings as per Bylaw 0167.3 applies to this virtual meeting as well.
2. This particular meeting has two topics for public comment. The first is **#10** on the agenda regarding RESOLUTION SY1920#13 waiving instructional hours and the civic exam. The second opportunity for public comment is the general comments found in item **#15** on the agenda.
3. Please mute your phone or computer microphone to prevent feedback during times when you are not speaking.
4. There is a chat box found in the upper right hand corner of your screen. The chat box may be used to pose a question. The name or telephone number of the person posting the chat comment will appear on the screen. The Board President will read the question aloud during the appropriate section of the meeting for the guests calling in by telephone.
5. All Board of Education votes will be conducted through a roll call vote.
6. The meeting will be recorded. The recording includes anything typed into the chat box.

AGENDA

1. **Call to Order – President Johnson – 7:00 p.m. – VIRTUAL**
2. Pledge of Allegiance
3. Roll Call

4. Verify Publication of Meeting
5. Consider Approval of Waiving the Two (2) Meeting Process According to Board Bylaw 0131.1 for Agenda Item #6 as Listed Below
6. Consider Approval of NEOLA Policy 0167.1 - Revised Bylaw - COVID-19 Special Update - Voting
7. Election Results
8. Election of Officers:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Clerk

9. Annual Board Appointments:
 - a. Committees:
 - i. Buildings & Grounds Committee
 - ii. Curriculum Committee
 1. Ad Hoc Human Growth & Development Committee
 - iii. Policy & Human Resources Committee
 1. Ad Hoc Recognition Committee
 2. BOE Member to Accept Staff Exit Interview Submissions
 - iv. Finance Committee
 - b. CESA 6 Board of Control Convention Delegate
 - c. WASB Legislative Contact
 - d. WASB Convention Delegate

10. [Public Hearing on RESOLUTION SY1920#13 for the Waiver of Certain School Board or School District Requirements Pursuant to Wis. Stat. §§ 118.38\(1\) and \(1m\) as Presented](#)

11. Presentations:
 - a. School Perceptions Survey - Mr. Bill Foster
 - b. Hoffman Planning & Design, Inc. - Project Update
 - c. Service Learning Implementation - HS and ES Teachers
 - d. Results of the Youth at Risk Behavior Survey - Janine Connolly, HS Counselor

12. Announcements:
 - a. Contributions to the District
 - b. Other Contributions

13. Consent Agenda
 - a. Approve Minutes of March 16, and 18, and April 7, 2020 Board Meetings
 - b. Treasurer's Report/Approve Expenditures & Receipts
 - c. Donations:
 - i. Julaine Botting - Donation of Time and Materials to Make 85 Face Masks for Staff Use

- ii. Sturm Foods and Kathy Jo Krueger for Delivery of 3 Dozen Boxes Used at the MES for Organizing and Gathering Items to be Sent to Families During School Closure
 - iii. Hawk Trailers/Brian Timm - Use of Forklift and Pallet Jack for Moving Purposes and Brian Timm's Time to Run the Fork Lift
 - iv. AMCOR and Wayne Krueger - \$690 to the Bowling Club
 - d. Accept Resignation from Michelle Pukita, Principal as Presented
 - e. Consider Approval of the Administrative Team Reorganization as Presented
 - f. Accept Resignation from Troy Wiesner, Boys Basketball Coach as Presented
 - g. Consider Approval of Transition Readiness Grant Application as Presented
 - h. Consider Approval of One-Year 1.0 FTE Science Teacher for SY2021 as Presented
- 14. Any Item Removed from Consent Agenda
 - a.
 - b.
- 15. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
 - a.
 - b.
- 16. Correspondence:
 - a. Thank You from Family of Albert J. Hass
 - b. Thank You from Family of Dr. David A. Krainik
- 17. Board Recognition:
 - a. HS Art Team - Listed in Packet
 - b. HS Visual Arts Classic Students - Listed in Packet
 - c. Nancy Zabler - Regional Art Chairperson - Visual Arts Classic - Listed in Packet
 - d. Food Service & Delivery to Students During School Closure
- 18. District Administrator's Report:
 - a. Student Council Representative - None this month
 - b. School is not closed; school buildings are closed
 - c. Legislative Update on *Safer at Home; Badger Bounce Back* - District Implications
 - d. Monthly Enrollment Report
 - e. Filling Board Vacancy - Zone 4 - Village of Ogdensburg / St. Lawrence (Policy 0142.5 - Vacancies)
- 19. School Operations Reports:
 - a. ES Principal: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
- 20. Business Related Reports:
 - a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report

21. Director's Reports:
 - a. Curriculum / Special Education Director Highlights
 - b. Technology Director Highlights
22. Board Comments:
 - a.
 - b.
23. Committee Reports:
 1. Curriculum Committee (Scheller)
 - a. STAR Universal Screening Growth Pattern
 - b. HS Universal Screening Proposal
 2. Finance Committee (Pohl)
 - a. Health Insurance Bids
 - b. Authorize District Administrator to Vote as the BOE Wishes (Action)
 - c. Consider Endorsement of Anthem, Inc. as the Insurance Carrier beginning July 1, 2020 as Presented.
 - d. Co-curricular Contract Pay
 - e. 2020-21 Budget Scenarios
 - f. Food/Instructional Material Delivery Update
 - g. Monthly Finance Report
 - h. 2019-20 Budget Update
 3. Buildings & Grounds (R. Johnson)
 - a. COVID 19 Hoffman Letter
 - b. Hoffman Project Update
 - c. Johnson Controls - formerly Simplex/Grinnell
 - d. Buildings & Grounds Budget Review
 - e. SY20-21 Potential Maintenance Projects - Budget Ramifications
 - i. Football Field Repair - RFP
 - ii. MES Convection Heater Valve Replacement
 - iii. Stage Floor Refinishing
 - iv. MES & MS/HS Gym Floor Refinishing
 - f. Fitness Center Donors List
 - g. Maintenance Support
 - h. Mowing
 - i. Replacement for Schulfer's Landscaping
 4. Policy & Human Resources Committee (Pethke)
 - a. COVID-19 Special Update
 - b. AG4440C - Use of School Vehicle for School Business
 - i. Use of Criminal Background Check
 - ii. Review Precedence
 - c. AG4141 Criminal Background Check Procedure

- d. 1st Reading of Fitness Center Guidelines
- e. School Calendar for 2021-22 School Year

24. Unfinished Business:

- a. Consider Approval of NEOLA Policy Updates Vol. 29, No. 1 Excluding Policies 2370, 3122.01, 4122.01, 7540, 7540.02, 7540.04 and 7544

25. New Business:

- a. Consider Approval of Waiving the Two (2) Meeting Process According to Board Bylaw 0131.1 for Agenda Item #b. as Listed Below
- b. Consider Approval of NEOLA Policy - 8420.01 - Epidemics and Pandemics
- c. Consider Approval of RESOLUTION for the Waiver of Certain School Board or School District Requirements Pursuant to Wis. Stat. §§ 118.38(1) and (1m) as Presented
- d. Consider Approval of the HS Universal Screening Proposal as Presented
- e. Consider Approval of Anthem, Inc. as the Insurance Carrier Beginning July 1, 2020 as Presented
- f. Consider Approval of the Spring Co-Curricular Contract Pay as Presented
- g. Consider Approval of AG4141 Criminal Background Check Procedure as Presented
- h. Consider Approval of School Calendar for 2021-22 School Year as presented

26. Next Meeting Dates:

- a. May 5, 2020 - Curriculum Comm Mtg – 5:00 p.m. – Virtual
- b. May 5, 2020 - Policy & HR Committee Mtg – 6:00 p.m. – Virtual
- c. May 6, 2020 - Finance Committee Meeting – 5:30 p.m. – Virtual
- d. May 13, 2020 - Bldgs & Grds Comm Mtgs 5:30 p.m. - Virtual
- e. May 18, 2020 - Regular BOE Mtg – 7:00 p.m. – Virtual
- f. June 2, 2020 - Ad-Hoc Recognition Comm. Mtg – 4:30 p.m. – Virtual
- g. June 10, 2020 - Buildings & Grounds Comm. Mtg - 5:30 -.m. - Virtual
- g. June 15, 2020 - Regular BOE Mtg - 7:00 p.m. - Virtual

27. 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 ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;

- C. topic to be addressed.

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

Public-Participation Section of the Meeting

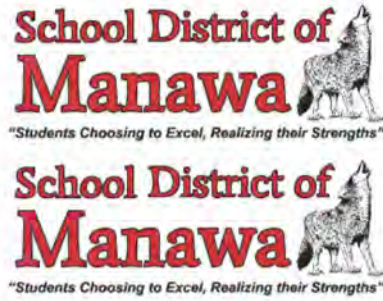
To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

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

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
 - 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.



Book	Policy Manual
Section	0000 Bylaws
Title	BYLAWS AND POLICIES
Code	po0131.1
Status	Active
Adopted	April 25, 2016
Last Revised	December 18, 2017

0131.1 - **BYLAWS AND POLICIES**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute.

Bylaws and policies not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board.

Adoption of new or revised policies, as well as the deletion of policies, is solely the responsibility of the Board. Recommendations for new or revised policies shall be brought to the Board for consideration at two (2) scheduled Board meetings. At the first meeting, the Board shall discuss the proposed policy and offer any suggested changes. At a subsequent meeting the Board may vote on the adoption of the policy, including any amendments approved by the Board.

On matters of unusual urgency, and following a Board vote to waive the two (2) meeting process, a new proposed policy may be introduced and acted upon at the same meeting. Policy revisions that include only stylistic or minor content changes may be adopted at the same meeting initially presented.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be included in the Board policy manual.

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes at the next regular Board meeting.

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Last Modified by Kayla Reichley on September 6, 2019



Book Policy Manual
Section Continued Operations Amid COVID-19 Implications
Title REVISED BYLAW - COVID-19 SPECIAL UPDATE - VOTING
Code po0167.1
Status Proposed to Policy & Human Resources Committee
Adopted October 1, 2015
Last Revised June 19, 2017

REVISED BYLAW - COVID-19 SPECIAL UPDATE

0167.1 - VOTING

All regular and special meetings of the Board shall be conducted in public. No act shall be valid unless otherwise required by law or Board bylaw consistent with law, and a proper record made of the vote. **A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.**

{OPTION}

The Board's meetings shall normally be held at a location within the School District boundaries at a location that may accommodate public attendance. However, the Board authorizes the Board President to determine in certain circumstances that it is necessary or appropriate to hold a regular or special Board meeting by means of remote or virtual participation in the event that emergency circumstances justify such action. The Board President and Board Clerk shall cause such meetings to be noticed accordingly and assure that such notice contains explicit instructions concerning the method or methods of remote public access to the Board meeting and may include remote Board member participation in such meetings. Any meeting held under this provision may include voting as any other Board meeting may and such votes shall not be invalid because of the remote or virtual nature of the meeting.

The Board President will assure that consideration is given to providing the broadest scope of public access to the meeting where no central location for the meeting at which the public may gather is provided. This may include multiple different technology options so that the lack of technology access for members of the public does not prevent the ability to attend. The Board president shall conduct the meeting so as to facilitate public understanding of the proceedings, including requiring members to identify themselves before speaking, and limiting instances of multiple members speaking at the same time to the extent possible.

{END-OPTION}

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote

shall be conducted by roll call

may be conducted by voice, a show of hands, or roll call

provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

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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

STATEMENT OF THE BOARD OF CANVASSERS

We, the undersigned members of the Board of Canvassers of the School District of Manawa, do hereby certify that the annexed and within tabular statement is correct and true as compiled from the original returns made to the school district in said school district, of the spring election held on Tuesday, April 7, 2020. The number of votes given for the election of candidates for school board is as follows:

Union / Helvetia – Zone 3

Bobbi Jo Pethke – 528 votes

Stephanie Riske – 520 votes

Ogdensburg – St. Lawrence – Zone 4

Hélène Pohl – 2 votes

Paul Kons – 1 vote

Robert Gorman – 1 vote

Carl Roenz – 1 vote

Tom Layman – 1 vote

Frank Jaeger – 1 vote

Ronald Koehler – 1 vote

Jim Green – 1 vote

Hoffman – 1 vote

Amanda Niemuth – 1 vote

Pete Bowen – 1 vote


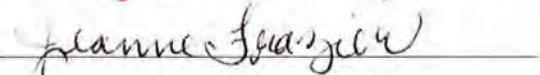
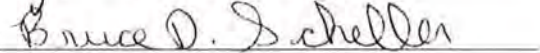
Craig Verkuilen – 2 votes

Jim Rinz – 1 vote

Royalton / Mukwa – Zone 5

Russell Hollman – 905 votes

Board of Canvassers:

- (Signed) 1. 
2. 
3. 

Date: April 15, 2020

Dr. Melanie J. Oppor

District Administrator

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(920) 596-2525

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Jr./Sr. High School Principal

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Carmen O'Brien

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Danielle Brauer

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CERTIFICATION OF DETERMINATION OF PERSONS ELECTED

We do, therefore, determine and certify that the following named persons, having received the greatest number of votes for the respective office for which each was a candidate, are hereby declared to be elected to the school board of the School District of Manawa.

Bobbi Jo Pethke – 528

Hélène Pohl – 2

Russ Hollman - 905

Witness our hands at the office of the School Clerk at 800 Beech Street, Manawa, Wisconsin.

Dated this 15th day of April 2020

Board of Canvassers:

- (Signed) 1. *Jeanne Franzer*
 2. *Stephanie J.*
 3. *Bruce D. Scheller*

Dr. Melanie J. Oppor
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Danielle Brauer
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Board Committees Assignments April 2019 to April 2020

- Buildings & Grounds Committee
 - Russ Johnson, Chair
 - Bruce Scheller
 - Stan Forbes

- Curriculum Committee
 - Bruce Scheller, Chair
 - Hélène Pohl
 - Russ Hollman
 - Ad-Hoc Human Growth & Development – Bobbi Jo Pethke, Chair

- Policy & Human Resources Committee
 - Bobbi Jo Pethke, Chair
 - Stan Forbes
 - Joanne Johnson

- Finance Committee
 - Hélène Pohl, Chair
 - Joanne Johnson
 - Bobbi Jo Pethke

CESA 6 Board of Control Convention Delegate – Scheller
WASB Legislative Contact – J. Johnson
WASB Convention Delegate - Forbes

SCHOOL DISTRICT OF MANAWA

SCHOOL BOARD RESOLUTION FOR THE WAIVER OF CERTAIN SCHOOL BOARD OR SCHOOL DISTRICT REQUIREMENTS PURSUANT TO WIS. STAT. §§ 118.38(1) AND (1m)

WHEREAS, Wis. Stat. § 118.38(1) and Wis. Admin. Code PI 8.01(4) authorize school boards to request the Department of Public Instruction (the “DPI”) to waive any school board or school district requirement in Wis. Stat. chs. 115 to 121 or in the administrative rules promulgated by the DPI under the authority of those chapters; and

WHEREAS, Wis. Stat. § 118.38(1)(b) requires that, before requesting a waiver, a school board shall hold a public hearing in the school district on the request for a waiver of any requirement in Wis. Stat. chs. 115 to 121; and

WHEREAS, Wis. Stat. § 118.38(1m) requires that “the school board shall specify in its request for a waiver its reason for requesting the waiver,” which includes the March 24, 2020, Emergency Order #12 and the April 16, 2020, Emergency Order #28 from Governor Evers requiring all individuals present within the State of Wisconsin to stay at home or at their place of residence, with limited exceptions, beginning March 25, 2020 and continuing through 8:00 am on May 26, 2020. With the exception for activities facilitating distance learning or virtual learning, the Order continued the closure of all public and private K-12 schools for pupil instruction and extracurricular activities as set forth in previous Emergency Orders through the end of the 2019-2020 school year.

NOW, THEREFORE BE IT RESOLVED, that:

1. On April 27, 2020, the Board of Education held a public hearing, in satisfaction of Wis. Stat. § 118.38(1)(b), concerning a request for a waiver of the requirement identified herein; and
2. In compliance with Wis. Stat. §§ 118.38(1) and (1m), and for the reasons set forth herein, the Board of Education hereby directs the District Administrator or her designee to apply, on behalf of the Board, to the Office of the Superintendent for Public Instruction (“OSPI”) for the waiver of the following:

A Waiver of the requirements of Wis. Stat. § 121.02(1)(f) and the administrative rules promulgated by the DPI regarding required instructional hours for students for the 2019-2020 school year only due to the COVID-19 public health emergency.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board of Education’s approval of this action and of the authority granted herein at a duly-noticed meeting of the Board held on April 27, 2020.

Dated this 27th day of April, 2020.

SCHOOL DISTRICT OF MANAWA
BOARD OF EDUCATION

Board President

Board Clerk

Service Learning Presentation to the BOE - April 27, 2020

Board established district goal - 90% of K12 Students engage in Volunteer/Service Learning Projects each year.

Short term objectives:

1. Increase the number of staff, coaches and mentors that document volunteer/service learning projects that are already happening.

- Review with staff the documenting procedure for volunteer hours.
- Identify the projects that are being done that can be considered Service Learning.
- Identify the existing percentage of kids involved in Volunteer/Service Learning (base-line).
- Share list of activities that can be considered as Service Learning to give staff ideas.

2. Encourage more service learning projects.

- Review with staff what a Service Learning project is and looks like.
- Develop criteria regarding service learning projects for staff and provide that criteria at the beginning of each school year.
- Include and document Junior High School students' participation in volunteer/service learning projects.

3. Encourage more independent student service.

- Design criteria for what service learning is for individual student activities.
- Create a checklist for documenting volunteer/service learning hours for students.
- Incentivize volunteer/service learning participation (i.e. service learning club? 200-hour club? Cords for graduation).
- Use PBIS assemblies and social media as a means of acknowledgment.

Our Progress

Short term objective #1

- Documentation has been reviewed with staff and forms have been changed to better identify service learning activities.
- The base-line, which only includes high school students, is 59.6%.
- List of possible service learning activities was developed by the entire staff and shared out on a google document.

Short term objective #2

- During PLC times, staff reviewed what Service Learning projects are and look like.
- Criteria for service learning projects was developed and shared with staff. (Six Steps of Service Learning).
- Junior High Students are now included in Volunteer/Service Learning documentation.

Short term objective #3

- Wrote rationale for the Board of Education to incentivize volunteer/service learning participation through the presentation of a colored cord to wear at graduation (see attached).

Work still to do:

- The committee continues to look to develop criteria for individual student service learning projects.
- The committee continues to look to develop a checklist or form to document and verify individual student participation in volunteer/ service learning.
- The committee continues to look to use PBIS strategies, assemblies, and activities to promote and encourage volunteer/service learning participation.

Graduation recognition for community service rationale

In response to the Manawa School District's goal of 90% student participation in community service and an effort to recognize the Little Wolf High School graduating Seniors' service-learning participation during their high school career, the Service Learning Committee would like to propose to the Manawa School Board of Education, a program in which students would be awarded an honor cord for graduation. Beginning as Freshmen and continuing until March 15th of their Senior year, students would record and have verified the number of hours they participated in service-learning events. Students who reach 100 hours of service by April 1st of their Senior year would be awarded an honor cord to wear at their graduation to signify this achievement.

The cost of a cord is \$7.95. There are a number of avenues in which to procure these funds. These include donors, school purchases with students only wearing them at graduation and returning them to be used in subsequent years, or the student's family purchases the cord.

Suggested Implementation of this program would be the graduating Class of 2021. This gives the committee time to establish policies and procedures and communicate the program to students for their full understanding. Hours will be prorated for each class, up until full implementation for 2024.

- Class of 2021- 25 hours
- Class of 2022- 50 hours
- Class of 2023- 75 hours
- Class of 2024- 100 hours

Some other districts may require a certain number of hours of volunteering, our committee believes that incentivizing volunteer/service learning participation creates a more authentic experience. In addition to the benefits that students receive from this program, the community and school also benefit through stronger relationships with each other, a deeper commitment to the Manawa community, and long-lasting ties to their hometown.

Other items to consider

- Volunteer work is a component on the state report card but we are unaware of the particulars. Being proactive in regard to our state report card is important.
- Summer School FTE possibilities
- Staff for tallying hours
- Committee to adapt current forms

The background features a white background with several colorful circles and a dashed line. A large teal circle is in the top left, a large yellow circle is in the bottom right, and a large orange circle is on the right side. There are also smaller circles in shades of blue, green, and pink. A dashed line curves through the scene, passing through the teal circle, the yellow circle, and the orange circle.

MES Service Learning Project

BElieve
THEre is
GOOD in the World
BE THE GOOD!





Service Learning Project Overview:

- ◎ Choose a month and project
- ◎ Complete the project
- ◎ Reflect, as a class, on the project
- ◎ Share out what was done
 - ◎ PBIS Assembly
 - ◎ Bulletin Board
 - ◎ To the public

October Service Learning Project
2nd Grade

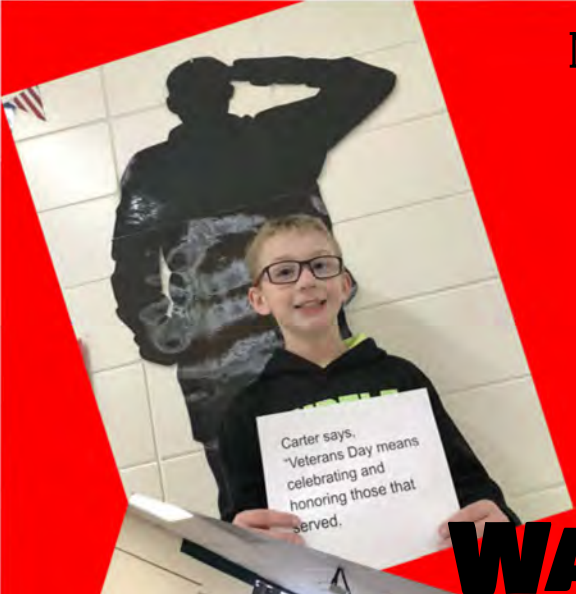
HUMANE SOCIETY DRIVE



November Service Learning Project
3rd Grade

**VETERANS
MEMORIAL**

WALL AND PEN PALS



STUDENT COUNCIL SPONSORED

TURKEY BOWL FOOD DRIVE

1,427 Total Items





December Service Learning Project

5th Grade



FLEECE BLANKETS



- ❖ 52 fleece blankets
- ❖ Delivered by the Manawa Rural Fire/Ambulance Department to community members in need
- ❖ 4 smaller blankets donated to Waupaca Humane Society



January Service Learning Project
SPED

Community Helpers



February Service Learning Project

Kindergarten

Nursing Home Valentines



Bus Driver Appreciation Week

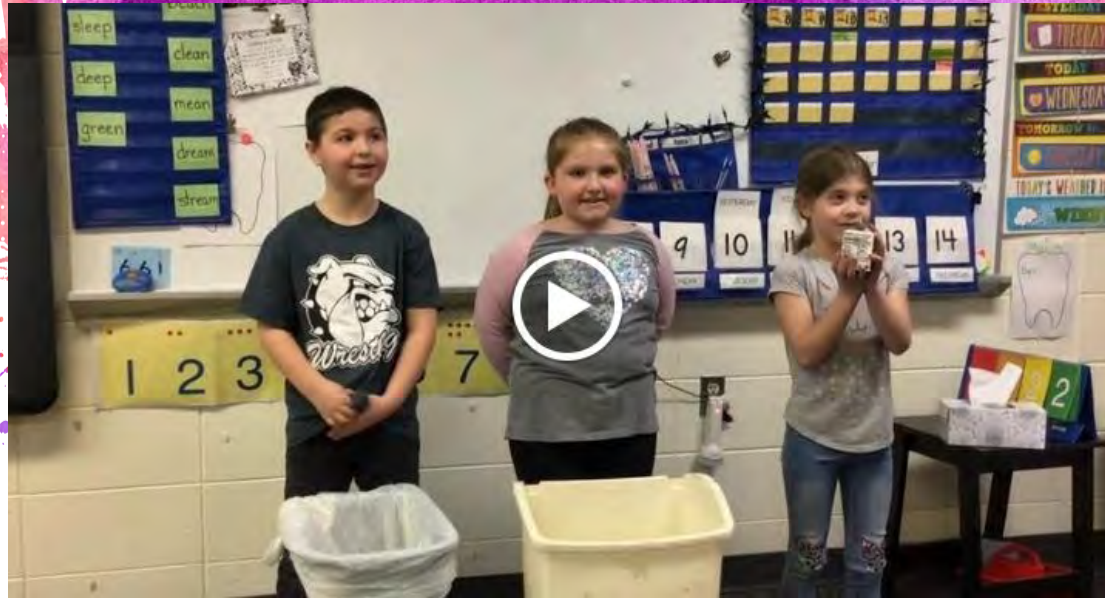
Student Council



MARCH SERVICE LEARNING PROJECT

1st Grade

ENVIRONMENTAL AWARENESS



A decorative background featuring a large dashed light-blue circle. Various colored circles and rings are scattered around it: a large lime green circle at the top left, a teal ring at the top center, a blue circle with white quotation marks below the teal ring, a yellow circle at the top right, a large orange circle at the bottom left, a yellow ring at the bottom left, a yellow circle and an orange ring at the bottom right, and several smaller circles in green, blue, orange, and pink.

“

Other Planned Projects:

◎ April

- ◎ 6th Grade - Earth Day

◎ May

- ◎ 4K - Grandparent's Day
- ◎ 4th Grade - WI History Placemats

YRBS 2019 Data

Janine Connolly, Counselor
Little Wolf Jr./Sr. High



YRBS 2019 General Facts

Self-Report Survey developed by CDC

Wisconsin DPI administers every 2 years

2019 was the first year using computer survey

Students need parent permission to participate

Comparison with 2017, 2015 data not useable (statewide)



YRBS 2019 Student Response Rate

High School: 193 students with useable surveys

81% Response Rate

“Strong Response Rate” Category (Above 70% is Strong)

Junior High: 101 students with useable surveys

94% Response Rate



2019 POSITIVES High School

83% report feeling safe at school (state average 82.8%)

87.3% in 2017

62% feel they belong at school (state average 61.1%)

65% in 2017

75% report having a teacher to confide in (state 71.5%)

63.8 % in 2017



2019 POSITIVES in High School

78% report involvement in
extra-curriculars (71.5% state)

Question not asked in 2017

85% report having a caring
adult in life (84% state)

69.1% in 2017

76% exercise most days
(56.6% state average)

69.7% in 2017



AREAS OF CONCERN 2019 High School

36% report being bullied at school (22% state average)

40.6% in 2017

21% report being bullied online (17.4% state average)

25.1% in 2017

52% tried vaping (45.5% state average)

12.7% in 2017



AREAS OF CONCERN 2019 High School

39% report alcohol use in last 30 days (29.8% state)

42% in 2017

21% binge drinking (5 or more drinks) (12.7% state)

20.1% in 2017

20% report marijuana use (30.6% state average)

15.2% in 2017



AREAS OF CONCERN 2019 High School

48% self-report anxiety (49% state average)

43.5% in 2017

24% self-report depression (28.5% state average)

23.4% in 2017

17% report suicidal thoughts (15.7% state average)

18.9% in 2017



POSITIVES IN JUNIOR HIGH 2019

80% feel safe at school (no state data)

Not asked in 2017

70% feel they belong at school (no state data)

71% in 2017

77% report having a teacher to confide in (no state data)

70.2% in 2017



POSITIVES IN JUNIOR HIGH 2019

80% involved in
extra-curriculars (no state
data)

72.9% in 2017

87% report having a
supportive adult (no state
data)

Not asked 2017

71% exercise most days

63.4% in 2017



AREAS OF CONCERN IN JUNIOR HIGH 2019

21 % bullied at school (no state data)

50% in 2017

13% bullied online (no state data)

9.6% in 2017

11% tried vaping (no state data)

Not asked in 2017



AREAS OF CONCERN IN JUNIOR HIGH 2019

13% drank alcohol in last 30 days

4.9% in 2017

46% self-report anxiety

Not asked in 2017

23% self-report depression

15.7% in 2017



WHAT ARE WE DOING? 2019 and beyond

Stop It App for reporting any activity of concern

Continued staff focus on relationship building

Trauma informed care training and QPR training for staff

Honor pass and RTI choices for students who struggle

Small groups in guidance



WHAT ARE WE DOING? 2019 and Beyond

Grant for SOS Suicide Prevention and training peers

Grant for Sources of Strength Peer Run Program to begin in Fall 2020

Increasing mental health education for all students

Increasing focus on SEL Social Emotional Learning



Minutes of the March 16, 2020 School District of Manawa Board of Education Meeting

Call to Order by President Johnson at 7:04 p.m. in the MES Boardroom, 800 Beech Street (we are under a fire watch here at the elementary school due to installation of new fire alarm system which will not be completed until tomorrow).

Pledge of Allegiance

Roll Call - By Clerk Pethke: Scheller, Forbes, Pethke, Pohl present via teleconference, R. Johnson, J. Johnson; Hollman absent.

Verify Publication of Meeting - Dr. Oppor verified

Presentations:

Q12 Survey Strategies - Administrative Team: Receiving acknowledgement for (work) Committee is looking to survey possibly monthly to find out if they were getting more acknowledgements throughout the month. WOW Wednesdays will be focusing on acknowledging staff.

Hoffman Planning & Design, Inc. - Project Update: Mr. McGregor; Administrative addition, middle school classrooms, ceilings, flooring etc. will take shape soon. Fitness center: frost is coming out of the ground - moving along, will enclose it soon. Pour concrete in lower level and pouring slab in the next week is anticipated. Floors at MES will be carpeted; high school floors will be polished, underground plumbing installed, and slab replaced. With school closure getting as proactive as possible on the construction and abatement needed; may look at other areas depending on the duration of the closure. COVID 19: following their policies in place; no new visitors on site; vendors are all aware they are not on site if they are sick. Budget, we are under budget by \$39,000 and used just over 14% of contingency. Solar update; on final draft of the proposal; will get it finalized soon and sent off to Alliant to start negotiation on the project.

Technology Plan & Survey Results - Mr. Cobarrubias: Students who didn't have internet access; last year 18% this year 10%. Technology Plan – when he first started, he completed a plan to update what was in place; technology covers budget planning, support, computers, network operations, WIFI and computer access to internet, administration software, (Skyward), teaching and learning technology integration; has been working on for the last 2 years; adding more depth and detail to the system in place.

Contributions to the District -President Johnson thanked the following for their generosity: TreeHouse Foods, Inc. \$500 for Band Trips

Approved by Consent: Minutes of February 24, and March 9, 2020 Board Meetings, Treasurer's Report - Expenditures (\$231,441.29) and Receipts (\$1,031,715.53), Donations: TreeHouse Foods, Inc. \$500 for Band Trips, approval of the TEACH Information Technology Infrastructure Grants for Educational Technology Program as presented, approval of Hire of Field Prep and Maintenance for Spring Sports as recommended

Any Item Removed from Consent Agenda - No items were removed

Public Comments: There were no public comments

Correspondence: No Correspondence This Month

Board Recognition:

Mason Wiesner, Gr. 11 - for Reaching the Goal of Scoring 1,000 Points by his Junior Year in Boys Basketball; Colten Klemm, Gr. 11 -Wisconsin State Wrestling Meet - 3rd Place in Division 3; Kevin Klemm: Gr. 11 - State Qualifier for the Wisconsin State Wrestling Tournament; Andrew Elmhorst: Gr. 11 - State Qualifier for the Wisconsin State Wrestling Tournament;

Spring into Success Regional Inservice Presenters: Danni Brauer, Jackie Sernau, Corrie Ziemer, Janine Connolly. Started in 2019; districts submitted applications and were selected. Relationships between paraprofessionals and teachers. Getting Real with Self Care: Janine Connolly - create self-care plan. Corrie Ziemer - instant activities when students enter classroom shared with other PE staff. Jackie Sernau - Bring Joy into Literacy – a book she read this past summer. Read about Kate Egan working with social-emotional side of students with intentional planning, journal prompts. Janine Connolly was also selected as one of the 15 workshop slots in Madison this summer

District Administrator's Report:

Student Council Representatives: Kyle Kons and Ethan Tellock did not attend this meeting; short update from Student Council; the state conference is cancelled; working on Teacher Appreciation for May. Legislative Update - COVID 19: CESA 6 had a web conference with State Asst. Superintendent Mike Thompson; are asking what we need and how can they help. Impressed with our idea to use the bus delivery system for meals; our staff has been amazing with sharing ideas; google folders shared - creating content and sharing; staff has dug in, worked hard, A waiver was submitted by Business Manager O'Brien for free food for all students and it was approved by the DPI on Sunday. Officially closing after classes tomorrow - no extracurricular and no activities during the closure. Full day of professional development this week; teachers will be working from home but hours are 7:30 to 3:30 with 1 hour lunch break; recording to USB drives for students; younger students could check out additional books from the libraries will be able to swap books; a system will be put in place for school work exchange and meal delivery; a one-hour check in with staff on Wednesday afternoon using google teams. Details of meals being delivered, and bussing have been worked out. Thankful to be in Manawa - what we're able to do a few short days; everyone has been incredible. The monthly enrollment report was included in the packet. The Amish school will be closing on Wednesday.

School Operations Reports ES and HS Principals were included in the packet: accolades to the fine arts: art and the music staff and forensic team fulfilled their programs; band concert was recorded; Mrs. Zabler ran her entire festival from HS last Friday.

Business Related Reports: Municipal Tax Collection and the Kobussen Transportation Report were included in the packet. Currently creating a plan to combine food delivery and class work into bus routes during the closure.

Director's Reports:

Curriculum / Special Education Director: ACT will be held tomorrow - some students with accommodations might not finish but we are hoping they do. Working with DPI for rest of the

spring and learning while they are home. SE Services – we are learning we still need to provide services for students, but it won't look the same; if parents ask about this please direct them to SE Director / building principals. Compensatory services: a student's IEP is written annually; lay out specifically what services they get, pull out classes, speech, OT/PT or accommodations / modifications in the general education curriculum; compensatory means we would give those services or like services at a different time (when they return) making up for services not received when they are not in the building. Highlights was included in the packet. Technology Director Highlights – updated the Board on virtual learning services provided to students while at home.

Board Comments:

Treasurer Pohl's report from Legislative Breakfast and those legislator's that attended including Joan Ballweg – supporting suicide prevention bills; Luther Olsen - opposition to virtual school students joining athletic teams; Mark Born - compromise on retirement bill and moratorium on energy efficiency projects; Jeremy Thiesfeldt – pilot project on dyslexia involving computer home-based programs and addressed pushing the retirement age. Healthcare costs, Coronavirus, surplus funds, etc. were also discussed.

President Johnson read a statement: on behalf of the Board of Education of the School District of Manawa she thanked Dr. Oppor and the Administrative team for their preparedness and forethought in their preparations for Covid-19. All staff members were briefed on Friday; administrators and teachers worked on the weekend; I spoke with staff from three surrounding districts and they were not as organized. She thanked all staff from food service, custodial, clerical, paraprofessionals and professional staff as well for their dedication and flexibility during this time. Thank you to parents as well. Again, thank you to our administrators, staff and community for what you do for our schools and students.

Committee Reports: Minutes for the Finance Committee and Policy & Human Resource Meetings were included in the packet.

Unfinished Business: No Unfinished Business This Month

New Business:

Motion by Scheller / Pethke to approve the Preliminary Summer School Booklet for 2020 as Presented. Motion carried - Hollman absent.

Motion by R. Johnson / Forbes to approve the Start College Now (Youth Options) for Fall 2020 as Presented. Motion carried - Hollman absent.

1st Reading of NEOLA Policy Updates Vol. 29, No. 1 Excluding Policies 2370, 3122.01, 4122.01, 7540, 7540.02, 7540.04 and 7544 for discussion and scheduled for approval at the April 27, 2020 BOE Meeting.

Motion by Forbes / R. Johnson to approve the SY2021 First Round Staff and Program Changes as Presented. Motion carried - Hollman absent.

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

Motion by R. Johnson / Pohl to approve the CESA 6 WI OPEB Trust Investment Selection as Presented. Motion carried - Hollman absent.

Motion by Forbes / Scheller to approve the SY20-21 Board Meeting Dates as Presented. Motion carried - Hollman absent.

Next Meeting Dates:

Mar. 17, 2020 – Ad-Hoc Recognition Comm. Mtg – 5:00 p.m. – MES Board Rm

Mar. 18, 2020 – Spec BOE Mtg – Expulsion – 5:00 p.m. – MES Board Rm

April 7, 2020 – Curriculum Comm Mtg – 4:30 p.m. – MES Board Rm

April 7, 2020 – Policy & HR Committee Mtg – 5:30 p.m. – MES Board Rm

April 8, 2020 – Buildings & Grounds Committee Mtg - 5:30 p.m. – MES Board Rm

April 9, 2020 - Canvass Election Returns – 10:00 a.m. MES Board Rm

April 27, 2020 – Regular BOE Mtg – 7:00 p.m. – MES Board Rm

Motion by Scheller / R. Johnson to adjourn at 7:57 p.m. and Move into Closed Session Pursuant to the Provisions of 19.85(1)(c) and (f) and 120.13(l)(b)(c) Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Evaluation and 2) Expulsion. Motion carried by roll call vote – Hollman absent.

Motion by Scheller / Forbes to adjourn and reconvene at 9:14 p.m. in open session. Motion carried - Hollman absent.

Motion by Scheller / Forbes to adjourn at 9:15 p.m. Motion carried - Hollman absent.

Jeanne Frazier, Recorder

Minutes of the March 18, 2020 Special Manawa Board of Education Meeting

Board President Johnson called the meeting to order at 5:00 p.m. Present for the Board of Education: J. Johnson, R. Johnson, Forbes, Scheller, Pohl (by telephone) and Pethke. Board members absent: Hollman.

Motion by Scheller / R. Johnson, to adjourn into closed session pursuant to the provisions of Wis. Stat. §§ 19.85(1)(a) and (f) as well as 120.13(1)(c), for the purpose of conducting a student expulsion hearing. Motion carried by roll call vote – Hollman absent.

Motion by Scheller / Forbes, to reconvene in open session at 7:14 p.m. Motion carried by roll call vote – Hollman absent.

Motion by Forbes / Scheller to adjourn at 7:14 p.m. Motion carried – Hollman absent.

Bobbi Jo Pethke, Clerk

Minutes of the April 7, 2020 Special Manawa Board of Education Meeting

Call to Order – President Johnson – 6:25 p.m. – MES Board Room, 800 Beech Street and virtually
Pledge of Allegiance

Roll Call: J. Johnson, R. Johnson, Forbes, Hollman, Scheller, Pohl - Pethke absent.

Verify Publication of Meeting - Dr. Oppor verified

Motion by: Scheller/ Hollman to adjourn at 6:42 p.m. and move into Closed Session pursuant to the Provisions of 19.85(1)(a)(c)(f), 118.22 and 118.125 as well as 120.13(1)(b)(c) Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrative Team Reorganization and 2) Approve Minutes of 3.18.20 Expulsion Hearing 3) Review Employee Background Check

Motion by Scheller / Hollman to Reconvene in Open Session at 7:44 p.m. Motion carried - Pethke absent.

Agenda Items Discussed in Closed Session and Acted Upon:

Motion by Scheller/R. Johnson to approve the expulsion meeting hearing minutes.

Motion Carried by Roll Call: J. Johnson - Aye, R. Johnson – Aye; Hollman – Abstain, Forbes - Aye, Scheller – Aye, Pohl – Aye; Pethke absent.

Motion by Scheller / Hollman to Adjourn at 7:45 p.m. Motion carried – Pethke absent.

Submitted by Helene Pohl, Treasurer

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80808	ALLIANT ENERGY	JPAP03	03/20/2020	BEECH RD STAND ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002000149	16.12
80808	ALLIANT ENERGY	JPAP03	03/20/2020	Gas and Electric Bill	GENERAL FUND/GAS FOR HEAT/OPERATION	4002000149	4,441.85
80808	ALLIANT ENERGY	JPAP03	03/20/2020	Gas and Electric Bill	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002000149	7,514.84
80808	ALLIANT ENERGY	JPAP03	03/20/2020	Gas and Electric Bill	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002000149	356.23
80808	ALLIANT ENERGY	JPAP03	03/20/2020	PAES lab electric and gas bill	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	272000036	106.13
80808	ALLIANT ENERGY	JPAP03	03/20/2020	PAES lab electric and gas bill	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS	272000036	78.38
80808	ALLIANT ENERGY	JPAP03	03/20/2020	MES Alliant	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012000069	4,368.44
80808	ALLIANT ENERGY	JPAP03	03/20/2020	MES Alliant	GENERAL FUND/GAS FOR HEAT/OPERATION	1012000069	4,028.84
						Totals for 80808	20,910.83
80809	CENGAGE LEARNING	JPAP03	03/20/2020	Gale - Kids Infobits Renewal - 03/29/20 - 03/28/21	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012000103	178.02
						Totals for 80809	178.02
80810	CENTURY LINK	JPAP03	03/20/2020	Century Link bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000011	60.50
						Totals for 80810	60.50
80811	CESA 6-CONFERENCE RE	JPAP03	03/20/2020	USING DLM SCORE REPORTS WORKSHOP AT CESA 6 - CAROL WORTZ FEB 14, 2020	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	272000062	180.00
80811	CESA 6-CONFERENCE RE	JPAP03	03/20/2020	LEGISLATIVE BREAKFAST - M OPPOR 2/7/20 TECHNOLOGY COORDINATORS SERIES - B COBARRUBIAS 2/21/20	GENERAL FUND/TRANSFER TO CESA/ADMINISTRATIVE TECHNOLOGY SERV	0	25.00
80811	CESA 6-CONFERENCE RE	JPAP03	03/20/2020	LEGISLATIVE BREAKFAST - M OPPOR 2/7/20 TECHNOLOGY COORDINATORS SERIES - B COBARRUBIAS 2/21/20	GENERAL FUND/TRANSFER TO CESA/GENERAL ADMINISTRATION	0	19.00
						Totals for 80811	224.00
80812	DELTA DENTAL-VISION	JPAP03	03/20/2020	VISION PREMIUMS FOR APRIL 2020	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	615.33
						Totals for 80812	615.33
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	MES MILK ORDER	FOOD SERVICE	0	50.38

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	MES MILK ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	205.00
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	MES MILK ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	169.45
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	MES MILK ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	167.95
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	MES MILK ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	222.13
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	LWJSHS MILK ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	107.23
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	LWJSHS MILK ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	39.78
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	LWJSHS MILK ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	131.38
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	LWJSHS MILK ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	107.39
80813	ENGELHARDT DAIRY OF	JPAP03	03/20/2020	LWJSHS MILK AND FOOD ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	91.00
Totals for 80813							1,291.69
80814	JAEGER, KELSEY	JPAP03	03/20/2020	DORIS HEINKE - BALANCE OWED FROM FALL 2018 PAYMENT	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP	0	470.28
Totals for 80814							470.28
80815	JIM'S MUSIC & TEACHI	JPAP03	03/20/2020	AUSTIN ROHAN SHEET MUSIC	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4002000244	65.99
Totals for 80815							65.99
80816	NASSCO, INC	JPAP03	03/20/2020	MES CUSTODIAL SUPPLIES - BLEACH	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	66.42
80816	NASSCO, INC	JPAP03	03/20/2020	LWHS CUSTODIAL SUPPLIES - BLEACH	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	66.42
Totals for 80816							132.84
80817	PAN-O-GOLD BAKING	JPAP03	03/20/2020	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	89.80
80817	PAN-O-GOLD BAKING	JPAP03	03/20/2020	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	106.20
Totals for 80817							196.00
80818	REINHART FOOD SERVIC	JPAP03	03/20/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE	0	92.90

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80818	REINHART FOOD SERVIC	JPAP03	03/20/2020	FOOD AND NON-FOOD SUPPLIES	FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES FOOD SERVICE	0	1,358.61
80818	REINHART FOOD SERVIC	JPAP03	03/20/2020	FOOD SUPPLIES	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	1,149.27
80818	REINHART FOOD SERVIC	JPAP03	03/20/2020	USDA COMMODITY ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	40.00
80818	REINHART FOOD SERVIC	JPAP03	03/20/2020	USDA COMMODITY ORDER	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	35.00
80818	REINHART FOOD SERVIC	JPAP03	03/20/2020	FOOD AND NON-FOOD SUPPLIES	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	329.75
80818	REINHART FOOD SERVIC	JPAP03	03/20/2020	FOOD AND NON-FOOD SUPPLIES	FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES FOOD SERVICE	0	648.92
80818	REINHART FOOD SERVIC	JPAP03	03/20/2020	FOOD AND NON-FOOD SUPPLIES	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	42.94
80818	REINHART FOOD SERVIC	JPAP03	03/20/2020	FOOD AND NON-FOOD SUPPLIES	FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES FOOD SERVICE	0	1,388.20
					Totals for 80818		5,085.59
80819	RESERVE ACCOUNT	JPAP03	03/20/2020	REPLENISH POSTAGE METER FUNDS PBP# 48700397	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	5,000.00
					Totals for 80819		5,000.00
80820	SCHOOL SPECIALTY INC	JPAP03	03/20/2020	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000241	5.52
					Totals for 80820		5.52
80821	WCA GROUP HEALTH TRU	JPAP03	03/20/2020	APRIL 2020 HEALTH INSURANCE PREMIUMS	GENERAL FUND/WEA TRUST EFF 090115	0	93,800.74
					Totals for 80821		93,800.74
80822	WEX BANK - GLOBAL FL	JPAP03	03/20/2020	ALL OTHER FUEL	GENERAL FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS	0	212.21
					Totals for 80822		212.21
80824	AMAZON CAPITAL SERVI	JPAP03	03/23/2020	Supplies: USB Drives, glue sticks, Chromebook chargers, mice	GENERAL FUND/NON-CAPITAL EQUIPMENT/ADMINISTRA TIVE TECHNOLOGY SERV	8002000052	892.60
80824	AMAZON CAPITAL SERVI	JPAP03	03/23/2020	Supplies: USB Drives, glue sticks, Chromebook chargers, mice	GENERAL FUND/CENTRAL SUPPLY ROOM/ADMINISTRATIVE TECHNOLOGY SERV	8002000052	45.05
					Totals for 80824		937.65
80825	CENGAGE LEARNING	JPAP03	03/23/2020	Gale - Online Database	GENERAL	4002000247	2,205.32

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Subscription Renewal	FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY		
					Totals for 80825		2,205.32
80826	MID STATE TREE SERVI	JPAP03	03/23/2020	TRIMMED TREES AT MES, LWHS & ALONG DRIVEWAYS	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/SITE REPAIRS	0	1,425.00
					Totals for 80826		1,425.00
80827	NASSCO, INC	JPAP03	03/23/2020	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	378.39
80827	NASSCO, INC	JPAP03	03/23/2020	LWHS CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	848.95
					Totals for 80827		1,227.34
80828	POSTMASTER MANAWA	JPAP03	03/23/2020	NO. 13 - BULK MAILING RENEWAL FEE	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	240.00
					Totals for 80828		240.00
80829	SOLARUS	JPAP03	03/23/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	776.84
80829	SOLARUS	JPAP03	03/23/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	373.25
80829	SOLARUS	JPAP03	03/23/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	1,119.40
80829	SOLARUS	JPAP03	03/23/2020	PAES lab telephone/internet bill	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	272000037	148.07
					Totals for 80829		2,417.56
80830	VALLEY PEST CONTROL,	JPAP03	03/23/2020	Pest Control Services 04/2020 - 3/2021	GENERAL FUND/CLEANING SERVICES/OPERATION	0	262.20
80830	VALLEY PEST CONTROL,	JPAP03	03/23/2020	Pest Control Services 04/2020 - 3/2021	GENERAL FUND/CLEANING SERVICES/OPERATION	0	262.20
					Totals for 80830		524.40
80831	WILD VINE, LLC	JPAP03	03/23/2020	MEMORIAL PLANT FOR KRAINK FUNERAL	GENERAL FUND/PERSONAL SERVICES/BOARD OF EDUCATION	0	51.50
					Totals for 80831		51.50
80832	AMAZON CAPITAL SERVI	JPAP04	04/03/2020	BOOKS FOR JACKIE	Special Revenue Trust Fund/INSTRUCTIONAL MEDIA/ENGLISH LANGUAGE	1012000137	205.46
80832	AMAZON CAPITAL SERVI	JPAP04	04/03/2020	Replacement wheels for the building wheelchair.	GENERAL FUND/GENERAL	8002000051	41.90

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80832	AMAZON CAPITAL SERVI	JPAP04	04/03/2020	SOFTBALL ITEMS BOOSTER CLUB IS PAYING FOR	SUPPLIES/OPERATION GENERAL FUND/NON-CAPITAL EQUIPMENT/GENERAL ATHLETICS	4002000253	360.54
80832	AMAZON CAPITAL SERVI	JPAP04	04/03/2020	BOOKS FOR STAFF	GENERAL FUND/OTHER NON-CAPITOL OBJECTS/INSTRUCTIONA L STAFF TRAINING	1012000136	164.75
						Totals for 80832	772.65
80833	AUGUST WINTER & SONS	JPAP04	04/03/2020	RESTARTED BOILERS & CHECKED OPERATIONS. ALL ROOFTOP UNITS CALLING FOR HEAT FIRED UP NO PROBLEM.	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	542.00
						Totals for 80833	542.00
80834	BLASI, MARY	JPAP04	04/03/2020	REIMBURSING FOOD SERVICE PAYMENT	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	25.00
						Totals for 80834	25.00
80835	C.E.S.A. #5	JPAP04	04/03/2020	WAUPACA CTY ALTERNATIVE PROGRAM	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SPECIAL ED TUITION-NON-OPEN	0	10,000.00
						Totals for 80835	10,000.00
80836	COMMERCIAL APPLIANCE	JPAP04	04/03/2020	FOOD SERVICE REPAIRS TO APPLIANCES	FOOD SERVICE FUND/REPAIR & MAINTENANCE SERVICES/FOOD SERVICES	0	2,074.45
						Totals for 80836	2,074.45
80837	COUGHLAN COMPANIES,	JPAP04	04/03/2020	PebbleGo Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012000134	1,299.00
						Totals for 80837	1,299.00
80838	GREEN MECHANICAL	JPAP04	04/03/2020	MAINTENANCE SERVICE AT MES	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	440.00
						Totals for 80838	440.00
80839	INTEGRATED SYSTEMS C	JPAP04	04/03/2020	MAY 2020 HOSTING SERVICES	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	360.00
						Totals for 80839	360.00
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	MARCH BUSING	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET	0	18,224.58
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	MARCH BUSING	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS	0	307.06
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	MARCH BUSING	GENERAL FUND/CONTRACTED	0	300.00

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80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	MARCH BUSING	PUPIL TRANSPORTATIO/FIELD TRIPS SPECIAL EDUCATION FUND/CONTRACTED	0	1,962.87
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	MARCH BUSING	PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP COMMUNITY SERVICE FUND/TRAVEL-CONTRACTED SERVICE/OTHER COMMUNITY SERVICES	0	441.01
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	FEBRUARY 2020 BUSING INVOICES	GENERAL FUND/CONTRACTED	0	42,407.70
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	FEBRUARY 2020 BUSING INVOICES	PUPIL TRANSPORTATIO/CONTRACTED FLEET GENERAL FUND/CONTRACTED	0	4,509.23
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	FEBRUARY 2020 BUSING INVOICES	PUPIL TRANSPORTATIO/CO-CURRICULAR TRANS GENERAL FUND/CONTRACTED	0	1,431.81
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	FEBRUARY 2020 BUSING INVOICES	PUPIL TRANSPORTATIO/FIELD TRIPS GENERAL FUND/CONTRACTED	0	89.83
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	FEBRUARY 2020 BUSING INVOICES	PUPIL TRANSPORTATIO/FIELD TRIPS SPECIAL EDUCATION FUND/CONTRACTED	0	5,047.38
80840	KOBUSSEN BUSES LTD	JPAP04	04/03/2020	FEBRUARY 2020 BUSING INVOICES	PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP COMMUNITY SERVICE FUND/TRAVEL-CONTRACTED SERVICE/OTHER COMMUNITY SERVICES	0	1,126.40
						Totals for 80840	75,847.87
80841	MID-AMERICAN RESEARC	JPAP04	04/03/2020	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	499.00
						Totals for 80841	499.00
80842	NORTH EASTERN WISCON	JPAP04	04/03/2020	North Eastern WI Rehabilitation Co.	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	8002000012	892.72
80842	NORTH EASTERN WISCON	JPAP04	04/03/2020	North Eastern WI Rehabilitation Co.	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	8002000012	127.53
						Totals for 80842	1,020.25
80843	OFFICE DEPOT	JPAP04	04/03/2020	TRANSPARENT TAPE	GENERAL	0	12.29

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80843	OFFICE DEPOT	JPAP04	04/03/2020	CLASP ENVELOPES	FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION GENERAL	0	39.84
80843	OFFICE DEPOT	JPAP04	04/03/2020	CLASP ENVELOPES	FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION GENERAL	0	13.28
80844	SCHOOL PERCEPTIONS L	JPAP04	04/03/2020	COMMUNITY SURVEY PHASE 3: ADMINISTRATION	FUND/PERSONAL SERVICES/BOARD OF EDUCATION	0	2,281.50
						Totals for 80843	65.41
80845	STANDARD INSURANCE C	JPAP04	04/03/2020	LIFE/STD & LTD PREMIUMS -APRIL 2020	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,169.33
80845	STANDARD INSURANCE C	JPAP04	04/03/2020	LIFE/STD & LTD PREMIUMS -APRIL 2020	GENERAL FUND/LTD INS PAYABLE	0	936.18
80845	STANDARD INSURANCE C	JPAP04	04/03/2020	LIFE/STD & LTD PREMIUMS -APRIL 2020	GENERAL FUND/STD INS PAYABLE	0	266.00
						Totals for 80845	2,371.51
80846	SUEHS MOTORS, INC.	JPAP04	04/03/2020	REPAIRS TO 2005 RED FORD WAGON ** WHEEL NUTS SHOULD BE RETORQUED IN 100 MILES	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	1,733.42
						Totals for 80846	1,733.42
80847	US CELLULAR	JPAP04	04/03/2020	CELL PHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	370.10
						Totals for 80847	370.10
80848	WI DEPT OF JUSTICE	JPAP04	04/03/2020	CRIMINAL BACKGROUND CHECKS WIS DEPT OF JUSTICE - (2 @ 7.00)	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	14.00
						Totals for 80848	14.00
80849	ALLIANT ENERGY	JPAP04	04/17/2020	Gas and Electric Bill	GENERAL FUND/GAS FOR HEAT/OPERATION	4002000149	3,917.69
80849	ALLIANT ENERGY	JPAP04	04/17/2020	BEECH RD STAND ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002000149	17.27
80849	ALLIANT ENERGY	JPAP04	04/17/2020	MES Alliant	GENERAL FUND/GAS FOR HEAT/OPERATION	1012000069	1,114.02
80849	ALLIANT ENERGY	JPAP04	04/17/2020	MES Alliant	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012000069	2,585.53
80849	ALLIANT ENERGY	JPAP04	04/17/2020	PAES lab electric and gas bill	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	272000036	75.91
80849	ALLIANT ENERGY	JPAP04	04/17/2020	PAES lab electric and gas	SPECIAL EDUCATION	272000036	61.78

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				bill	FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS		
80849	ALLIANT ENERGY	JPAP04	04/17/2020	MES Alliant	GENERAL FUND/GAS FOR HEAT/OPERATION	1012000069	2,763.04
80849	ALLIANT ENERGY	JPAP04	04/17/2020	Gas and Electric Bill - ELECTRIC	FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002000149	251.78
80849	ALLIANT ENERGY	JPAP04	04/17/2020	Gas and Electric Bill	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002000149	7,344.31
					Totals for 80849		18,131.33
80850	AMERICAN WELDING & G	JPAP04	04/17/2020	DAN KOEHLER cylinder rental	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	4002000213	25.15
					Totals for 80850		25.15
80851	CENTURY LINK	JPAP04	04/17/2020	Century Link bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000011	81.14
					Totals for 80851		81.14
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/AUDIOLOGY CESA	272000039	227.19
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEARING CESA	272000039	160.89
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/O/M CESA	272000039	127.78
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COO R OF EXCEP EDUC	8002000010	6,453.97
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/DIR OF IMPROVEMENT OF INSTRUCT	8002000010	5,629.48
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COO R OF EXCEP EDUC	8002000010	675.56
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PSYCHOLOGICAL SERVICES	8002000010	546.04
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/HEALTH	8002000010	1,891.38
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL	8002000010	1,103.55

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80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	THERAPY SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	8002000010	2,240.47
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	8002000010	1,099.97
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/PSYCHOLOGICAL SERVICES	8002000010	103.95
80852	CESA 6-CONFERENCE RE	JPAP04	04/17/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEALTH	8002000010	772.68
						Totals for 80852	21,032.91
80853	CITY OF MANAWA	JPAP04	04/17/2020	WATER & SEWER (12/23/19 - 3/24/20)	GENERAL FUND/WATER/OPERATION	0	1,065.86
80853	CITY OF MANAWA	JPAP04	04/17/2020	LWHS SEWER & WATER	GENERAL FUND/WATER/OPERATION	0	1,343.61
80853	CITY OF MANAWA	JPAP04	04/17/2020	PAES LAB WATER & SEWER (12/23/19 - 3/24/20)	SPECIAL EDUCATION FUND/WATER/BUILDINGS	0	72.07
						Totals for 80853	2,481.54
80854	COMMAND CENTRAL, LLC	JPAP04	04/17/2020	APRIL 7, 2020 PRESIDENTIAL PREFERENCE & NONPARTISAN SPRING ELECTION	GENERAL FUND/PERSONAL SERVICES/ELECTION	0	3,712.50
						Totals for 80854	3,712.50
80855	STERLING WATER CULLI	JPAP04	04/17/2020	REFERENCE #65493 -SOLAR SALT + SERVICE @ LWHS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	104.15
80855	STERLING WATER CULLI	JPAP04	04/17/2020	REFERENCE #68182 - WATER SOFTENER SALT + SERVICE MES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	80.15
						Totals for 80855	184.30
80856	DELTA DENTAL-VISION	JPAP04	04/17/2020	MAY 2020 VISION INSURANCE PREMIUMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	615.33
						Totals for 80856	615.33
80857	E O JOHNSON CO., INC	JPAP04	04/17/2020	EO Johnson copier payments - 6 months	GENERAL FUND/COMMUNICATION/C ENTRAL SERVICES	8002000008	3,272.86
80857	E O JOHNSON CO., INC	JPAP04	04/17/2020	EO Johnson copier payments - 6 months	GENERAL FUND/COMMUNICATION/A ADMINISTRATIVE TECHNOLOGY SERV	8002000008	3,870.98
						Totals for 80857	7,143.84
80858	ENGELHARDT DAIRY OF	JPAP04	04/17/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	433.57
80858	ENGELHARDT DAIRY OF	JPAP04	04/17/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	455.70
80858	ENGELHARDT DAIRY OF	JPAP04	04/17/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	483.40

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80858	ENGELHARDT DAIRY OF	JPAP04	04/17/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	54.25
					Totals for 80858		1,426.92
80859	GRAICHEN DISPOSAL &	JPAP04	04/17/2020	Graichen - garbage disposal service	GENERAL FUND/CLEANING SERVICES/OPERATION	800200009	810.00
					Totals for 80859		810.00
80860	GRAINGER	JPAP04	04/17/2020	MIKE THOMACK MAINTENANCE - PLUG	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	4002000262	35.39
					Totals for 80860		35.39
80861	THE GRAPHIC EDGE	JPAP04	04/17/2020	BASEBALL HATS FOR TEAM AND COACHES - PLAYERS AND COACHES WILL BE REIMBURSING THE SCHOOL FOR THE HATS ONCE THEY ARRIVE	GENERAL FUND/MATERIALS FOR SALE/BOYS BASEBALL	4002000239	502.91
					Totals for 80861		502.91
80862	JOSTENS INC.	JPAP04	04/17/2020	CARRIE KOEHN GRADUATION STOLES	GENERAL FUND/NON-CAPITAL EQUIPMENT/GUIDANCE	4002000070	267.50
					Totals for 80862		267.50
80863	MULTI MEDIA CHANNELS	JPAP04	04/17/2020	SURVEY MAILER/SURVEY MAILER ENVELOPES/POSTAGE DIRECT MAIL FOR MAILER/EDDM DIRECT MAIL FOR MAILER/2020 WINTER AWARD/DEC 2019 BOE MINUTES/JAN 2020 BOE MINUTES/FEB 2020 BOE MINUTES	GENERAL FUND/PRINTING AND BINDING/INFORMATION	0	2,864.78
					Totals for 80863		2,864.78
80864	NORTH EASTERN WISCON	JPAP04	04/17/2020	North Eastern WI Rehabilitation Co.	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	8002000012	869.75
80864	NORTH EASTERN WISCON	JPAP04	04/17/2020	North Eastern WI Rehabilitation Co.	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	8002000012	124.25
					Totals for 80864		994.00
80865	OFFICE DEPOT	JPAP04	04/17/2020	ENVELOPES - 254672 ENVELOPES - 254698	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	0	292.32
					Totals for 80865		292.32
80866	PAN-O-GOLD BAKING	JPAP04	04/17/2020	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	140.80
					Totals for 80866		140.80
80867	PAR INC	JPAP04	04/17/2020	MATH MATERIALS	GENERAL FUND/INSTRUCTIONAL MEDIA/OTHER SPECIAL NEEDS	1012000138	94.60
					Totals for 80867		94.60
80868	REINHART FOOD SERVIC	JPAP04	04/17/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	40.45

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80868	REINHART FOOD SERVIC	JPAP04	04/17/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,974.86
80868	REINHART FOOD SERVIC	JPAP04	04/17/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	530.15
80868	REINHART FOOD SERVIC	JPAP04	04/17/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,097.28
80868	REINHART FOOD SERVIC	JPAP04	04/17/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	258.29
80868	REINHART FOOD SERVIC	JPAP04	04/17/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	2,417.19
80868	REINHART FOOD SERVIC	JPAP04	04/17/2020	USDA COMMODITY ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	27.50
						Totals for 80868	6,345.72
80869	SAM'S CLUB	JPAP04	04/17/2020	PLASTIC BAGS & GLOVES	GENERAL FUND/GENERAL SUPPLIES/GENERAL ADMINISTRATION	0	37.94
						Totals for 80869	37.94
80870	STRANG, PATTESON, RE	JPAP04	04/17/2020	LEGAL FEES	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	3,537.00
80870	STRANG, PATTESON, RE	JPAP04	04/17/2020	LEGAL FEES	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	4,639.80
						Totals for 80870	8,176.80
80871	UNEMPLOYMENT INSURAN	JPAP04	04/17/2020	UNEMPLOYMENT - MARCH 2020	GENERAL FUND/UNEMPLOYMENT COMPENSATION/INSURAN CE AND JUDGEMENTS	0	56.54
						Totals for 80871	56.54
80872	WCA GROUP HEALTH TRU	JPAP04	04/17/2020	MAY 2020 HEALTH INSURANCE PREMIUMS	GENERAL FUND/WEA TRUST EFF 090115	0	93,800.74
						Totals for 80872	93,800.74
80873	WEX BANK - GLOBAL FL	JPAP04	04/17/2020	ALL OTHER FUEL - MARCH	GENERAL FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS	0	155.90
						Totals for 80873	155.90
80874	WILD VINE, LLC	JPAP04	04/17/2020	MEMORIAL PLANT ALBERT HASS FUNERAL	GENERAL FUND/PERSONAL SERVICES/BOARD OF EDUCATION	0	45.99
						Totals for 80874	45.99
80875	WISCNET	JPAP04	04/17/2020	QUARTERLY PAYMENT FOR NETWORK EQUIPMENT RENT FIREWALL SERVICE - 01/01/2020 - 3/31/2020	GENERAL FUND/COMMUNICATION/A DMINISTRATIVE TECHNOLOGY SERV	0	625.00
						Totals for 80875	625.00
80876	AMAZON CAPITAL SERVI	JPAP04	04/24/2020	MAP AND WHITE BOARD	GENERAL	1012000142	12.89

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80876	AMAZON CAPITAL SERVI	JPAP04	04/24/2020	STAFF BOOKS	FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM GENERAL FUND/OTHER	1012000145	164.75
80876	AMAZON CAPITAL SERVI	JPAP04	04/24/2020	MAP AND WHITE BOARD	NON-CAPITOL OBJECTS/INSTRUCTIONA L STAFF TRAINING GENERAL	1012000142	242.49
80876	AMAZON CAPITAL SERVI	JPAP04	04/24/2020	Books for Jackie	FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM Special Revenue	1012000143	30.58
					Trust Fund/INSTRUCTIONAL MEDIA/ENGLISH LANGUAGE		
					Totals for 80876		450.71
80877	BOTTING, JULAINE	JPAP04	04/24/2020	MATERIALS REIMBURSEMENT FOR 3 PLY FACE MASKS	GENERAL FUND/GENERAL SUPPLIES/GENERAL ADMINISTRATION	0	50.00
					Totals for 80877		50.00
80878	FAMILIES IN EDUCATIO	JPAP04	04/24/2020	DONATION TO FAMILIES IN ED FOR POST PROM FROM TREEHOUSE FOODS	Special Revenue Trust Fund/GIFTS/DISTRICT WIDE	0	500.00
					Totals for 80878		500.00
80879	ILLUMINATE EDUCATION	JPAP04	04/24/2020	TRAINING FASTFLIX SUBSCRIPTION TIER 2	GENERAL FUND/TECH/SOFTWARE SERVIC/INSTRUCTIONAL STAFF TRAINING	1012000144	750.00
					Totals for 80879		750.00
80880	KEGLER'S YOUTH PROGR	JPAP04	04/24/2020	DONATION FROM AMCOR (WAYNE KRUEGER)	Special Revenue Trust Fund/GIFTS/DISTRICT WIDE	0	690.00
					Totals for 80880		690.00
80881	NASSCO, INC	JPAP04	04/24/2020	CUSTODIAL SUPPLIES LWHS	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	179.56
					Totals for 80881		179.56
80882	PITNEY BOWES INC	JPAP04	04/24/2020	LEASE INVOICE	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	411.54
					Totals for 80882		411.54
80883	SCHOOL SPECIALTY INC	JPAP04	04/24/2020	CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012000127	534.32
					Totals for 80883		534.32
80884	STANDARD INSURANCE C	JPAP04	04/24/2020	LIFE/STD & LTD PREMIUMS -MAY 2020	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,172.85
80884	STANDARD INSURANCE C	JPAP04	04/24/2020	LIFE/STD & LTD PREMIUMS -MAY 2020	GENERAL FUND/LTD INS PAYABLE	0	943.85
80884	STANDARD INSURANCE C	JPAP04	04/24/2020	LIFE/STD & LTD PREMIUMS -MAY 2020	GENERAL FUND/STD INS PAYABLE	0	266.00

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						Totals for 80884	2,382.70
80885	TRUGREEN LIMITED PAR	JPAP04	04/24/2020	LAWN SERVICE @ LWHS	GENERAL FUND/CLEANING SERVICES/SITES	0	737.00
80885	TRUGREEN LIMITED PAR	JPAP04	04/24/2020	LAWN SERVICE @ MES	GENERAL FUND/CLEANING SERVICES/SITES	0	396.00
80885	TRUGREEN LIMITED PAR	JPAP04	04/24/2020	LAWN SERVICE - VACANT LOT & PRACTICE FIELD	GENERAL FUND/CLEANING SERVICES/SITES	0	710.00
						Totals for 80885	1,843.00
80886	WASPA (WI ASSOC SCHO	JPAP04	04/24/2020	MEMBERSHIP RENEWAL THROUGH JUNE 30, 2021	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/OFFICE OF SUPERINTENDENT	0	225.00
						Totals for 80886	225.00
192000247	CONNOLLY, JANINE	JPAP03	03/13/2020	ASSIST STUDENT WITH SUPPLIES NEEDED	Special Revenue Trust Fund/GENERAL SUPPLIES/GUIDANCE	0	13.05
						Totals for 192000247	13.05
192000248	KRUEGER, JENNIFER	JPAP03	03/13/2020	WEMTA Conference	GENERAL FUND/PERSONAL SERVICES/SCHOOL LIBRARY	8002000049	195.00
192000248	KRUEGER, JENNIFER	JPAP03	03/13/2020	WEMTA Conference Lodging	GENERAL FUND/EMPLOYEE TRAVEL/SCHOOL LIBRARY	8002000050	110.00
						Totals for 192000248	305.00
192000249	O'BRIEN, CARMEN	JPAP03	03/13/2020	MILEAGE TO BUSINESS OFFICIALS NETWORKING MEETING	GENERAL FUND/EMPLOYEE TRAVEL/DIRECTION OF BUSINESS	0	57.50
						Totals for 192000249	57.50
192000250	ORT, JESSIE	JPAP03	03/13/2020	MILEAGE REIMBURSEMENT - TAKING BOYS TO WORK	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	272000063	155.25
						Totals for 192000250	155.25
192000251	POHL, HELENE	JPAP03	03/13/2020	CESA 6 LEGISLATIVE BREAKFAST - MILEAGE	GENERAL FUND/EMPLOYEE TRAVEL/OFFICE OF SUPERINTENDENT	0	57.50
						Totals for 192000251	57.50
192000252	SERNAU, JACQUELYN	JPAP03	03/13/2020	TRAVEL REIMBURSEMENT TO FEDERAL FUNDING CONFERENCE	GENERAL FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	8002000038	120.75
						Totals for 192000252	120.75
192000253	JOHNSON, BRADLEY	JPAP03	03/20/2020	STATE WRESTLING REIMBURSEMENTS	GENERAL FUND/EMPLOYEE TRAVEL/BOYS WRESTLING	4002000254	339.98
192000253	JOHNSON, BRADLEY	JPAP03	03/20/2020	STATE WRESTLING REIMBURSEMENTS	GENERAL FUND/PUPIL LODGING &	4002000254	522.85

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					MEALS/BOYS WRESTLING		
					Totals for	192000253	862.83
192000254	O'BRIEN, CARMEN	JPAP03	03/20/2020	COVID 19 SUPPLIES PURCHASED AT SAM'S CLUB - ENVELOPES & BAGS	GENERAL FUND/GENERAL SUPPLIES/GENERAL ADMINISTRATION	0	48.92
					Totals for	192000254	48.92
192000255	ORT, JESSIE	JPAP03	03/20/2020	MILEAGE REIMBURSEMENT - TAKING BOYS TO WORK	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	34.50
					Totals for	192000255	34.50
192000256	PARI, VALERIE	JPAP03	03/20/2020	MILEAGE - EDUCATOR LEADERSHIP & COACHING COLLAB @ CESA 6	SPECIAL EDUCATION FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	0	172.50
					Totals for	192000256	172.50
192000257	GIPP, RITA	JPAP03	03/23/2020	MILEAGE TO & FROM WTEA CONF IN MARCH 2020	GENERAL FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	0	115.00
					Totals for	192000257	115.00
192000258	CONNOLLY, JANINE	JPAP04	04/03/2020	TESTING SNACKS	GENERAL FUND/FOOD/GUIDANCE	0	78.36
					Totals for	192000258	78.36
192000259	SERNAU, JACQUELYN	JPAP04	04/03/2020	FOOD & SUPPLIES FOR A FORENSICS MEET HOSTED BY MANAWA SCHOOLS	GENERAL FUND/GENERAL SUPPLIES/CO-CURRICUL AR ACTIVITIES	0	101.77
192000259	SERNAU, JACQUELYN	JPAP04	04/03/2020	FOOD & SUPPLIES FOR A FORENSICS MEET HOSTED BY MANAWA SCHOOLS	GENERAL FUND/FOOD/OFFICE OF THE PRINCIPAL	0	26.00
					Totals for	192000259	127.77
192000260	WRIGHT, MERIA	JPAP04	04/03/2020	REIMBURSEMENT FOR TEACHER PAY TEACHER ITEMS	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIAT ED CURRICULUM	1012000140	137.31
					Totals for	192000260	137.31
192000261	O'BRIEN, CARMEN	JPAP04	04/17/2020	COVID 19 SUPPLIES PURCHASED AT SAM'S CLUB - BAGS	GENERAL FUND/GENERAL SUPPLIES/GENERAL ADMINISTRATION	0	27.96
					Totals for	192000261	27.96
192000262	O'BRIEN, CARMEN	JPAP04	04/24/2020	COVID 19 SUPPLIES PURCHASED AT SAM'S CLUB - CENTER PULL TOWELS	GENERAL FUND/GENERAL SUPPLIES/GENERAL ADMINISTRATION	0	31.96
					Totals for	192000262	31.96
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,649.06
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,292.04
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL	0	328.83

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	SECURITY) COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	6.05
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,022.79
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	302.19
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	76.91
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	1.41
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	382.00
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	41.24
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	33.00
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,436.85
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,106.83
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	159.47
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	0.00
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,022.79
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	302.19
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	76.91
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	1.41
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,649.06
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,292.04
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	328.83
201900205	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	COMMUNITY SERVICE	0	6.05

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					FUND/FICA (SOCIAL SECURITY)		
					Totals for 201900205		37,517.95
201900206	MASSMUTUAL FINANCIAL	P9	03/13/2020	Payroll accrual	GENERAL	0	1,438.80
					FUND/HARTFORD INS - TSA/ROTH		
201900206	MASSMUTUAL FINANCIAL	P9	03/13/2020	Payroll accrual	GENERAL	0	50.00
					FUND/HARTFORD INS - TSA/ROTH		
					Totals for 201900206		1,488.80
201900207	WEA TAX SHELTERED AN	P9	03/13/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201900207	WEA TAX SHELTERED AN	P9	03/13/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	500.00
201900207	WEA TAX SHELTERED AN	P9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201900207		625.00
201900208	WISCONSIN DEPT OF RE	P9	03/13/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	95.00
201900208	WISCONSIN DEPT OF RE	P9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201900208	WISCONSIN DEPT OF RE	P9	03/13/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	32.53
201900208	WISCONSIN DEPT OF RE	P9	03/13/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,471.33
201900208	WISCONSIN DEPT OF RE	P9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	747.81
201900208	WISCONSIN DEPT OF RE	P9	03/13/2020	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	123.22
201900208	WISCONSIN DEPT OF RE	P9	03/13/2020	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
					Totals for 201900208		7,474.89
201900209	WISCONSIN RETIREMENT	R9	03/13/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,090.46
201900209	WISCONSIN RETIREMENT	R9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,425.12
201900209	WISCONSIN RETIREMENT	R9	03/13/2020	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	347.48
201900209	WISCONSIN RETIREMENT	R9	03/13/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,090.46
201900209	WISCONSIN RETIREMENT	R9	03/13/2020	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,425.12
201900209	WISCONSIN RETIREMENT	R9	03/13/2020	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	347.48
					Totals for 201900209		21,726.12
201900210	WEA MEMBER BENEFIT T	P9	03/13/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.09

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201900210	WEA MEMBER BENEFIT T	P9	03/13/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.05
201900210	WEA MEMBER BENEFIT T	P9	03/13/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201900210	349.14
201900211	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	64.84
201900211	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	15.16
201900211	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	0.00
201900211	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	15.16
201900211	INTERNAL REVENUE SER	P9	03/13/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	64.84
						Totals for 201900211	160.00
201900212	WISCONSIN DEPT OF RE	P9	03/13/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	0.00
						Totals for 201900212	0.00
201900213	WISCONSIN RETIREMENT	R9	03/13/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	35.30
201900213	WISCONSIN RETIREMENT	R9	03/13/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	35.30
						Totals for 201900213	70.60
201900214	DELTA DENTAL OF WISC	JPWI03	03/11/2020	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,281.60
						Totals for 201900214	2,281.60
201900215	DELTA DENTAL OF WISC	JPWI03	03/04/2020	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,065.98
						Totals for 201900215	2,065.98
201900216	EMPLOYEE BENEFITS CO	JPWI03	03/12/2020	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	533.12
201900216	EMPLOYEE BENEFITS CO	JPWI03	03/12/2020	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	4,787.41
						Totals for 201900216	5,320.53
201900217	EMPLOYEE BENEFITS CO	JPWI03	03/05/2020	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	105.00
201900217	EMPLOYEE BENEFITS CO	JPWI03	03/05/2020	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	7,731.09
						Totals for 201900217	7,836.09
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,234.19
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,101.36
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	247.28
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	336.52

CHECK		BATCH	CHECK	INVOICE	ACCOUNT	PO	
NUMBER	VENDOR	NUMBER	DATE	DESCRIPTION	DESCRIPTION	NUMBER	AMOUNT
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,159.63
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	257.59
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	57.82
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	78.69
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	377.00
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	41.24
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	5.50
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,817.00
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,004.27
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	67.34
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	80.89
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,159.63
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	257.59
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	57.82
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	78.69
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,234.19
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,101.36
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	247.28
201900218	INTERNAL REVENUE SER	P9	03/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	336.52
Totals for 201900218							39,339.40
201900219	MASSMUTUAL FINANCIAL	P9	03/31/2020	Payroll accrual	GENERAL	0	1,438.80

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201900219	MASSMUTUAL FINANCIAL	P9	03/31/2020	Payroll accrual	FUND/HARTFORD INS - TSA/ROTH GENERAL	0	50.00
					FUND/HARTFORD INS - TSA/ROTH		
					Totals for 201900219		1,488.80
201900220	WEA TAX SHELTERED AN	P9	03/31/2020	Payroll accrual	GENERAL FUND/WEA	0	100.00
					TRUST - TSA/ROTH		
201900220	WEA TAX SHELTERED AN	P9	03/31/2020	Payroll accrual	GENERAL FUND/WEA	0	500.00
					TRUST - TSA/ROTH		
201900220	WEA TAX SHELTERED AN	P9	03/31/2020	Payroll accrual	SPECIAL EDUCATION	0	25.00
					FUND/WEA TRUST - TSA/ROTH		
					Totals for 201900220		625.00
201900221	WISCONSIN DEPT OF RE	P9	03/31/2020	Payroll accrual	GENERAL FUND/STATE	0	90.00
					INCOME TAX		
201900221	WISCONSIN DEPT OF RE	P9	03/31/2020	Payroll accrual	SPECIAL EDUCATION	0	5.00
					FUND/STATE INCOME		
					TAX		
201900221	WISCONSIN DEPT OF RE	P9	03/31/2020	Payroll accrual	GENERAL FUND/STATE	0	21.85
					INCOME TAX		
201900221	WISCONSIN DEPT OF RE	P9	03/31/2020	Payroll accrual	GENERAL FUND/STATE	0	6,484.36
					INCOME TAX		
201900221	WISCONSIN DEPT OF RE	P9	03/31/2020	Payroll accrual	SPECIAL EDUCATION	0	644.05
					FUND/STATE INCOME		
					TAX		
201900221	WISCONSIN DEPT OF RE	P9	03/31/2020	Payroll accrual	FOOD SERVICE	0	67.97
					FUND/STATE INCOME		
					TAX		
201900221	WISCONSIN DEPT OF RE	P9	03/31/2020	Payroll accrual	COMMUNITY SERVICE	0	44.84
					FUND/STATE INCOME		
					TAX		
					Totals for 201900221		7,358.07
201900222	WISCONSIN RETIREMENT	R9	03/31/2020	Payroll accrual	GENERAL FUND/WI	0	9,291.30
					RETIREMENT FUND		
201900222	WISCONSIN RETIREMENT	R9	03/31/2020	Payroll accrual	SPECIAL EDUCATION	0	1,245.47
					FUND/WI RETIREMENT		
					FUND		
201900222	WISCONSIN RETIREMENT	R9	03/31/2020	Payroll accrual	FOOD SERVICE	0	251.41
					FUND/WI RETIREMENT		
					FUND		
201900222	WISCONSIN RETIREMENT	R9	03/31/2020	Payroll accrual	COMMUNITY SERVICE	0	65.27
					FUND/WI RETIREMENT		
					FUND		
201900222	WISCONSIN RETIREMENT	R9	03/31/2020	Payroll accrual	GENERAL FUND/WI	0	9,291.30
					RETIREMENT FUND		
201900222	WISCONSIN RETIREMENT	R9	03/31/2020	Payroll accrual	SPECIAL EDUCATION	0	1,245.47
					FUND/WI RETIREMENT		
					FUND		
201900222	WISCONSIN RETIREMENT	R9	03/31/2020	Payroll accrual	FOOD SERVICE	0	251.41
					FUND/WI RETIREMENT		
					FUND		
201900222	WISCONSIN RETIREMENT	R9	03/31/2020	Payroll accrual	COMMUNITY SERVICE	0	65.27
					FUND/WI RETIREMENT		
					FUND		
					Totals for 201900222		21,706.90

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201900223	WEA MEMBER BENEFIT T	P9	03/31/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.09
201900223	WEA MEMBER BENEFIT T	P9	03/31/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.05
201900223	WEA MEMBER BENEFIT T	P9	03/31/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201900223	349.14
201900224	DELTA DENTAL OF WISC	jpwi03	03/18/2020	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,072.00
						Totals for 201900224	1,072.00
201900225	EMPLOYEE BENEFITS CO	jpwi03	03/31/2020	HRA & FSA ADMIN FEES	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	303.30
						Totals for 201900225	303.30
201900226	EMPLOYEE BENEFITS CO	jpwi03	03/19/2020	HRA & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	231.08
201900226	EMPLOYEE BENEFITS CO	jpwi03	03/19/2020	HRA & FSA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	649.24
						Totals for 201900226	880.32
201900227	EMPLOYEE BENEFITS CO	jpwi03	03/26/2020	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	50.00
201900227	EMPLOYEE BENEFITS CO	jpwi03	03/26/2020	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	2,802.60
						Totals for 201900227	2,852.60
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,224.37
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,086.67
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	330.55
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,157.30
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	254.16
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	77.31
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	377.00
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	41.24
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,994.37
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME	0	1,034.95

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	TAX FOOD SERVICE FUND/FEDERAL INCOME	0	162.05
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,157.30
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	254.16
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	77.31
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,224.37
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,086.67
201900228	INTERNAL REVENUE SER	P9	04/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	330.55
					Totals for 201900228		38,870.33
201900229	MASSMUTUAL FINANCIAL	P9	04/15/2020	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,438.80
201900229	MASSMUTUAL FINANCIAL	P9	04/15/2020	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 201900229		1,488.80
201900230	WEA TAX SHELTERED AN	P9	04/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201900230	WEA TAX SHELTERED AN	P9	04/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	500.00
201900230	WEA TAX SHELTERED AN	P9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201900230		625.00
201900231	WISCONSIN DEPT OF RE	P9	04/15/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	90.00
201900231	WISCONSIN DEPT OF RE	P9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201900231	WISCONSIN DEPT OF RE	P9	04/15/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	20.63
201900231	WISCONSIN DEPT OF RE	P9	04/15/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,734.76
201900231	WISCONSIN DEPT OF RE	P9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	671.42
201900231	WISCONSIN DEPT OF RE	P9	04/15/2020	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	124.25
					Totals for 201900231		7,646.06
201900233	WEA MEMBER BENEFIT T	P9	04/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.09
201900233	WEA MEMBER BENEFIT T	P9	04/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.05

CHECK		BATCH	CHECK	INVOICE	ACCOUNT	PO	
NUMBER	VENDOR	NUMBER	DATE	DESCRIPTION	DESCRIPTION	NUMBER	AMOUNT
201900233	WEA MEMBER BENEFIT T	P9	04/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
					Totals for 201900233		349.14
201900234	EMPLOYEE BENEFITS CO	jpwi04	04/02/2020	HRA & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	105.80
201900234	EMPLOYEE BENEFITS CO	jpwi04	04/02/2020	HRA & FSA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	487.25
					Totals for 201900234		593.05
201900235	DELTA DENTAL OF WISC	jpwi03	03/25/2020	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,884.01
					Totals for 201900235		2,884.01
201900236	DELTA DENTAL OF WISC	JPWI04	04/08/2020	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	513.78
					Totals for 201900236		513.78
201900237	DELTA DENTAL OF WISC	JPWI04	04/15/2020	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	78.00
					Totals for 201900237		78.00
201900238	EMPLOYEE BENEFITS CO	JPWI04	04/16/2020	HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	1,275.56
					Totals for 201900238		1,275.56
201900239	EMPLOYEE BENEFITS CO	JPWI04	04/09/2020	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	333.43
201900239	EMPLOYEE BENEFITS CO	JPWI04	04/09/2020	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	548.38
					Totals for 201900239		881.81
					Totals for checks		635,537.12

CREDIT CARD STATEMENT - March			WUFAR Code						Description
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	
Dan Wolfram									
3/3/2020	NASSP PRODUCT & SERVICE	\$171.00	10	E	400	411	120010	000	JANINE CONNOLLY - NHS PINS
3/10/2020	FLEET FARM	\$31.94	10	E	400	411	253000	000	MIKE THOMACK - BUILDING & GROUNDS
3/11/2020	WISCONSIN FOOTBALL	\$480.00	10	E	400	342	162201	000	DAWN MILLARD - FOOTBALL CLINIC- SHOULD BE CREDITED NEXT MONTH-THIS WAS CANCELED.
3/12/2020	FLEET FARM	\$51.92	10	E	400	411	253000	000	MIKE THOMACK - BUILDING & GROUNDS
3/13/2020	DELPHI GLASS	\$303.85	10	E	400	411	121000	000	NANCY ZABLER - ART SUPPLIES
3/13/2020	J.W. PEPPER	\$120.56	10	E	400	473	125400	000	ELLEN CHRISTENSEN - SHEET MUSIC
3/13/2020	J.W. PEPPER	\$166.71	10	E	400	473	125400	000	ELLEN CHRISTENSEN - SHEET MUSIC
3/19/2020	NAESP-PEAP	\$75.00	10	E	400	411	120010	000	JENNY BESSETTE - PRESIDENT ACADEMIC EXCELLENCE PINS/CERTIFICATES
	TOTAL	\$1,400.98							
Jeanne Frazier									
03/09/20	Subway Manawa	\$36.37	10	E	500	342	232100	0	Retreat Meal for Administrators
03/09/20	Subway Manawa	\$36.37	10	E	800	342	231100	0	Retreat Meal for BOE
	TOTAL	\$72.74							
Bryant Cobarrubias									
02/20/2020	Chula Vista Resort	\$164.00	10	E	400	342	232100	0	Rita Gipp conference
02/20/2020	WTEA	\$190.00	10	E	400	310	232100	0	Rita Gipp conference
	TOTAL	\$354.00							

Name	Reference	Trans Date	Description	Post Date	Amount
		03/13/2020	REPLACEMENT AGENDA FOR T. DEPAOLI	03/13/2020	5.00
			Totals for 14470		5.00
		03/13/2020	FOOD SERVICE DEPOSIT FOR HS WEEK ENDING	03/13/2020	2,003.25
			Totals for 14471		2,003.25
		03/13/2020	FOOD SERVICE DEPOSIT FOR ES WEEK ENDING	03/13/2020	1,145.50
			Totals for 14472		1,145.50
		03/13/2020	CESA 5 WCCS	03/13/2020	1,070.98
			Totals for 14474		1,070.98
		03/13/2020	DHS FORWARD HEALTH - MEDICAID	03/13/2020	4,626.23
			Totals for 14475		4,626.23
		03/13/2020	WRESTLING ENTRY FEE TO PAY FOR OFFICIALS	03/13/2020	800.00
			Totals for 14476		800.00
		03/13/2020	ATHLETIC FEES	03/13/2020	60.00
			Totals for 14495		60.00
		03/13/2020	STUDENT FEES	03/13/2020	0.35
			Totals for 14496		0.35
		03/13/2020	INSTRUMENT RENTAL	03/13/2020	60.00
			Totals for 14497		60.00
		03/13/2020	LYCEUM PROGRAMS	03/13/2020	4.00
			Totals for 14498		4.00
		03/13/2020	NEWSPAPER FEE	03/13/2020	2.00
			Totals for 14499		2.00
		03/13/2020	STUDENT FINES	03/13/2020	10.24
			Totals for 14500		10.24
		03/13/2020	HS YEARBOOK	03/13/2020	470.00
			Totals for 14501		470.00
		03/20/2020	ES FOOD SERVICE	03/20/2020	616.50
			Totals for 14506		616.50
		03/23/2020	FOOD SERVICE DEPOSIT FOR HS WEEK ENDING	03/23/2020	1,105.90
			Totals for 14473		1,105.90
			Total for Cash Receipts		11,979.95

March 27, 2020

Dr. Melanie Oppor
District Administrator
School District of Manawa
800 Beech Street
Manawa, WI 54949

Dear Dr. Oppor:

Please accept this letter as notice of my resignation from my position as MES Principal. My last day of employment will be June 29, 2020.

Thank you for the opportunity to work for the School District of Manawa over the last five years. It has been a pleasure to serve the community, students, and staff.

I wish you continued success.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Pukita".

Michelle Pukita



Students choosing to excel; realizing their strengths.

To: Board of Education
 From: Dr. Melanie J. Oppor
 Date: April 5, 2020
 Re: Administrative Team Reorganization

The purpose of this memo is to provide the proposed restructuring of the administrative team effective for the 2020-2021 school year.

Proposal for Distribution of Essential Duties by Title:

Administrator	Title(s)	Licenses
Melanie Oppor	District Administrator; Curriculum Director	District Administrator; Curriculum Director; Special Education Director; Principal; Teacher 1-8
Carmen O'Brien	Business Manager	Business Manager; Curriculum Director; Principal; Teacher Secondary Science
Daniel Wolfgram	Middle/High School Principal	Principal; Teacher Vocal Music
Danielle Brauer	MES Principal; Special Education Director	Principal; Special Education Director; Curriculum Director; Teacher Special Education
Jacquelyn Sernau	District Reading Specialist; Instructional Coach; Titles I & III (English Language); Gifted/Talented	District Reading Specialist; Teacher 6-12 English; Reading Teacher 4K-12
Bryant Cobarrubias	Technology Director	NA

The job titles only reflect a portion of how essential tasks will be distributed. Some functions like mandated assessment will be shared among several administrators. Job descriptions will be refined by June 30, 2020 to add clarity and ensure that all essential tasks receive proper attention.

Dear Mr. Wolfgram,

Please accept this letter as formal notification that I am resigning from my position as Boys Varsity Basketball Coach. My last official day as coach will be April 1st.

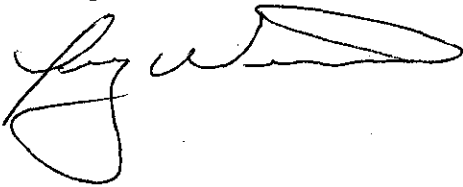
Thank you so much for the opportunity to work in this position for the past five years. I've greatly appreciated the opportunities to try and improve the boys' basketball program. I will continue to work with the athletic director on preparing for next season, with schedule, uniforms and plans for summer leagues.

I would like to offer my assistance with the transition process into the next coach. I will be willing to answer questions on basketball past practices, camps, leagues and interaction with booster club.

I'll do everything possible to wrap up my duties by the end of March.

I wish the Manawa School and the boys basketball program continued success, and I hope to see things continue to improve.

*Sincerely,
Troy Wiesner*

A handwritten signature in black ink, appearing to read 'Troy Wiesner', with a large, sweeping flourish at the end.



INSTRUCTIONS: Application must be received no later than **April 1, 2020**. Late applications will not be accepted.

Electronic applications should be submitted to Carolyn Kiefer at carolyn.kiefer@dpi.wi.gov.

For questions regarding this grant, contact:

Transition Readiness Grant Program
 Alicia Reinhard at alicia.reinhard@dpi.wi.gov

To download a free copy of Adobe Acrobat use this link <https://get.adobe.com/reader/>.

Funding for the Transition Readiness Grant awards will **ONLY** be allowed in the options listed below. Substitutions for different funding categories will not be allowed.

I. GENERAL INFORMATION

Applicant School District of Manawa		LEA Code 3276	CESA 6
Mailing Address <i>Street, City, State, ZIP</i> 800 Beech St., Manawa, WI 54949		Fax Area/No. (920) 596-5308	
Primary Contact Person <i>Required</i> Danielle Brauer	Title Director of Special Education/Curriculum		
E-Mail Address dbrauer@cesa6.org	Phone Area/No. (920) 596-5301		
Secondary Contact <i>Required</i> Carmen O'Brien	Title Business Manger		
E-Mail Address cobrien@manawaschools.org	Phone Area/No. (920) 596-5332		

II. GRANT PROPOSAL

Award Option	Award Funding Available	Number of Requests
Transportation Options <i>Includes contracted services or vehicle purchase</i>	\$25,000 per award	1
Project Search Tuition/Supports	\$9,000/student	
Post-Secondary Tuition/Supports for Student(s)	\$550/student <i>Based on average cost from WTCS for 3-credit course that will transfer to 4-year college. Collegiate transfer \$181.50/credit, Postsecondary and vocational adult \$135.20/credit.</i>	
Transition Certificate for Staff Member(s)	\$1,000/staff member	
Training for Paraprofessionals <i>Training will be held August 4-5, 2020, at the Holiday Inn Convention Center, Stevens Point, WI.</i>	\$600/staff member	2
Funds to host a Community Conversation	\$500 for event	500
Total Amount Requested	Total amount requested must be between \$25,000 – \$100,000.	\$26,700

III. TRANSITION BACKGROUND

Has your district previously received a Transition Readiness Grant Award?

Yes No

Provide your district data percentages based on your most recent indicator 14 post-school outcomes. Access to 2019 Indicator 14 data is available at: <https://www.indicator14wi.org/>.

Wisconsin LEA and SEA Indicator 14 Report of <u>2018-19</u> Exiters (school year for most recent data)				A Higher Education		B Higher Education plus Competitive Employment		C Higher Education plus Competitive Employment plus Other Education/ Training plus Other Employment	
	No. Complete	No. Possible	Percent Response Rate	Count	Percent	Count	Percent	Count	Percent
Districtwide Outcomes	3	5.00	60.00%	0	0.00%	2	66.67%	2	66.67%
Hispanic/Latino	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
American Indian/Alaskan Native	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Asian	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Black/African American	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian or Other Pacific Islander	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
White	2	4	50.00%	0	0.00%	1	50.00%	1	50.00%
Two or More Races	1	1	100.00%	0	0.00%	1	100.00%	1	100.00%

IV. STATE GENERAL ASSURANCES

The Applicant understands and agrees that the following assurances are pre-award requirements generally imposed by state law or regulation, and do not include all state regulations that may apply to the Applicant or its project.

Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.

Instructions

- Step 1—Read each assurance that follows.
- Step 2—Sign and date the certification statement.
- Step 3—Include signed certification and assurances with the application materials.
- Step 4—Keep a copy for your records.

Assurance is hereby provided that:

1. **Applicant agrees** to comply with all terms and conditions set forth in the grant program's Application Guidelines document provided with this application. Services provided under this grant will be used to address the needs set forth in the guidelines document. Applicant agrees to implement the activities within the prescribed timeline as outlined in their work plan section of their proposal. Applicant will provide fiscal information within the fiscal year timeline established for new and reapplying programs. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
2. **Legal and Regulatory Compliance:** Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application.
3. **Allowable Costs:** Costs incurred shall be allowable and meet grant goals and objectives.
4. **Confidentiality:** The Applicant shall comply with provisions applicable to public schools regarding confidentiality of student information for any pupil record created, obtained, or maintained under this grant, regardless of whether those provisions would not otherwise apply to the Applicant but for the Applicant's participation in this grant. Wis. Stat. § 118.125 (Pupil records).
5. **Conflict of Interest:** No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. Wis. Stat. § 19.59(1)(a).
6. **Contracts and Procurement:** The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations.
7. **Cooperation with Evaluation:** The Applicant shall cooperate with the performance of any evaluation of the program by the WDPI or by their contractors. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
8. **Copyright, Acknowledgement, and Publications:** The Applicant/Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The WDPI reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for WDPI purposes: the copyright in any work developed under this grant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support.
9. **Fiscal Control:** The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program Wis. Stat. § 16.41 (Agency and authority accounting; information; aid).
10. **Indirect Costs:** If the fiscal agent is allowed to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the WDPI. Indirect costs cannot be charged against capital objects.
11. **Programmatic Changes:** The Applicant will obtain the prior approval of the WDPI whenever any of the following actions is anticipated:
 - a. Any revision of the scope or objectives of the project;
 - b. Changes in key persons where specified in the application or grant award;
 - c. A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;
 - d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;
 - e. Changes in the amount of approved cost-sharing or matching provided by the grant recipient. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
12. **Record Retention:** The applicant will ensure records created or obtained under this grant are maintained in accordance with the *Wisconsin Records Retention Schedule for School Districts*, regardless of whether this retention schedule would not otherwise apply to the Applicant but for the Applicant's participation in this grant. The retention schedule is available online here: <https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>.
13. **Reporting:** The Applicant will ensure all required financial and program data and information is reported to the WDPI timely on a schedule established by the WDPI. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
14. **Grant Evaluation:** The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the WDPI. Grant evaluation information provided to the WDPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).

The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the WDPI acknowledged. However, reproduction of this product in whole or in part for resale must be explicitly authorized by the WDPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with grant funds, the grant award recipient shall clearly acknowledge the receipt of grant funds in a statement.

V. PROGRAM SPECIFIC ASSURANCES

Assurance is further provided that:

*Districts and charter schools under Wis. Stat. § 118.40(2r) and (2x) will receive \$500 more than requested in the grant proposal, above, as part of their grant award and to complete these assurances no later than June 30, 2021.

- b) Complete at least one Community Conversation around a transition topic related to your post-school outcome data or around the TRG program/funds by February 15, 2021.
- c) Data summary completed.

- a) Applicant agrees to implement the activities within FY 21.

VI. CERTIFICATION/SIGNATURES

WE, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

WE FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of our knowledge.

Signature of Applicant Agency Administrator	Date Signed Mo./Day/Yr.
➤ <i>Melanie J. Gapor, Ph.D.</i>	<i>3-26-2020</i>
Signature of School Board Clerk <i>if applicable</i>	Date Signed Mo./Day/Yr.
➤ <i>Bobbi Jo Pettko</i>	<i>3-26-2020</i>

VII. CONSORTIUM VERIFICATION

Copy as many pages as needed.

EACH OF THE UNDERSIGNED CERTIFIES that the information contained in this application is complete and accurate, that the local educational agency they represent has authorized them to enter into a consortium agreement, and to provide the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations.

The administering agency shall be the fiscal agent and shall thereby incur and record all expenditures of funds available per applicable program provisions, rules, and regulations.

ADMINISTERING AGENCY

Administering Agency		Date Signed <i>Mo./Day/Yr.</i>
Agency Administrator	Signature ➤	

CONSORTIUM PARTICIPANTS / LEA / ORGANIZATION

1. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤
2. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤
3. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤
4. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤
5. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤
6. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤
7. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤
8. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤
9. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤
10. LEA/Organization	Date Signed <i>Mo./Day/Yr.</i>
District Administrator	Signature ➤

VIIIa. BUDGET DETAIL

Date of Request <i>Mo./Day/Yr.</i> 3/25/20	Applicant Agency School District of Manawa	Project No. For revisions only
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1. Personnel Summary (100s-200s)

All staff must hold the appropriate license.

List all employees to be paid from this project. Do not include contracted personnel employed by other agencies in this section (see page 17). If a vacancy exists which will be filled, indicate "vacant".

a. WUFAR Function Code <i>Indicate for each position listed</i>	b. <i>Name if known</i>	c. <i>Position/Title</i>	d. <i>Project FTE</i>	e. <i>Date(s) Service to be Provided</i>	f. <i>Total Cost</i> Salary Fringe	
159 100	Jessie Ort	Special Ed. Paraprofessional/Job Coach	1	8/4-8/5/20	\$250	\$35
159 100	Rence Behnke	Special Ed. Paraprofessional/Job Coach	1	8/4-8/5/20	\$250	\$35
Total Salary and Fringe <i>All project totals must equal salary and fringe totals on budget summary page.</i>					\$500	\$70

VIIIa. BUDGET DETAIL (cont'd)

Date of Request Mo./Day/Yr. 3/25/20	Applicant School District of Manawa	Project No. (DPI Use Only)
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2. Purchased Services Summary (300s)
 (e.g., – Project SEARCH Tuition or Transition Services Purchased from a Vendor)

a. WUFAR Function Code	b. Type of Service Purchased	c. Date(s) Service to be Provided	d. Specify Agency/Vendor or Supplier If known	e. Cost
Total <i>Must agree with Purchase Services Total on Budget Summary</i>				\$ 0

VIIIa. BUDGET DETAIL (cont'd)

Date of Request <i>Mo./Day/Yr.</i>	Applicant Agency	Project No. <i>For revisions only</i>
3/25/20	School District of Manawa	

3. Non-Capital Objects Summary (400s)

a. WUFAR Function Code Indicate for each item listed in column c.	b. Quantity	c. Item Name Include all items budgeted	d. Total Costs
158 000		Supplies for Community Conversation	\$500
Total <i>Must agree with Non-Capital Objects total on Budget Summary</i>			\$500

4. Capital Objects Summary (500s) (e.g., a vehicle to support community-based work experiences or college/job training participation)

256 300	1	Van	\$25,000
Total <i>Must agree with Capital Objects total on Budget Summary</i>			\$25,000

VIIIa. BUDGET DETAIL (cont'd)

Date of Request <i>Mo./Day/Yr.</i>	Applicant Agency	Project No. <i>For revisions only</i>
3/25/20	School District of Manawa	

5. Other Objects Summary (291 – teacher paid for certificate program or 300 – district pays for certificate program)

a. WUFAR Function Code Indicate for each item listed in c.	b. Quantity	c. Item Name Include all items budgeted	d. Total Costs
159 100		Travel Expenses for Para Training	\$630
Total			\$630
<i>Must agree with Other Objects total on Budget Summary</i>			

VIIIb. BUDGET SUMMARY

Applicant Agency School District of Manawa	Grant Period		Initial Request	Date Submitted	
	Beg. 7/1/20			First Revision	Second Revision
Project Number <i>For DPI Use Only</i>	End 6/30/21				

Budget Revisions: Submit a copy of this page, with appropriate revisions included. (Attach this to a brief letter of justification.) **Note:** Submit request at least 30 days prior to expenditure of grant monies.

WUFAR Function	WUFAR Object	Amount Requested	First Revision	Second Revision
Instructions (100 000 Series) Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)	\$500		
	b. Fringe Benefits (200s)	\$70		
	c. Purchased Services (300s)	\$0		
	d. Non-Capital Objects (400s)	\$500		
	e. Capital Objects (500s)	\$0		
	f. Other Objects (e.g., fees) (900s)	\$630		
	TOTAL Instruction		\$1,700	\$0
Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series) Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	TOTAL Support Services—Pupil/Instructional Staff Services		\$0	\$0
Support Services—Administration (Associated with functions in 230 000 series and above.) Includes general, building, business, central service administration, and insurances	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)	\$25,000		
	f. Insurance (700s)			
	g. Other Objects (e.g., fees) (900s)			
	TOTAL Support Services—Admin.		\$25,000	\$0
Indirect Cost	Approved Rate %	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL BUDGET		\$ 26,700.00	\$ 0.00	\$ 0.00

DPI Approval	Signature of DPI Reviewer	Date Signed Mo./Day/Yr.
	➤	

NOTE: REQUIRED—Ensure that the \$500 assurance activity budget amount to host an event is added to one of the services listed above.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

Date: 4/22/2020

Re: Recommendation for High School Science 1.0 FTE One-year Contract

This memo is to recommend Ms. Gen Brunner as the teacher for the one-year 1.0 FTE Little Wolf High School science teaching position for the 2020-2021 school year.

Ms. Brunner graduated from the University of Wisconsin - Stevens Point in December of 2019. Her student teaching placement was at Appleton West High School. Her certifications include broad field science, chemistry, biology, and earth & space science. Additional certifications include Safezone certification, Trauma-Sensitive School Training, CPR certification, as well as EpiPen and inhaler training. She has served as the long-term substitute in this position at Little Wolf High School since January 2020.

As a high school graduate from Shiocton High School, Ms. Brunner prefers the small school environment and looks forward to developing meaningful relationships with her students. Her cooperating teacher, Scott Stepanski, had high praise for Ms. Brunner stating, "She is very competent and organized. She builds great relationships with students and she would be a welcome addition to any staff."

Ms. Brunner has proven herself worthy of this recommendation countless times since her arrival in the SDM. She has been able to pick up the curriculum and engage students since her first day. She has won the approval and praise of staff and students alike.

Due to the COVID-19 pandemic, I felt it imperative to recommend her for this one-year position as soon as possible based on the limited qualified candidate pool. The initial interview team was unanimous in its decision to move Ms. Brunner forward as their number one recommendation.



Thank for the
beautiful plant.
Thank you for
thinking of us
during this difficult
time.

*To know you are with us
In our time of sorrow,
Sharing our prayers,
Today and tomorrow.
God gives us comfort in the
form of family and friends
May His peace be with you,
His love never ends.*

*By the family of
Albert Junior Nass*



THANK YOU

Dear BOE + SDH -

Thank you for
the beautiful
plant for my
father's funeral.
Thank you for your
kind words & support
during this difficult
time.

Stephenie Flynn + Family

*Gratefully acknowledging
and thanking you for your kind
expression of sympathy*

The family of

Dr. David A. Krainik



STUDENT RECOGNITION:

The following students should be recognized for their participation in Art Team and competing in the Visual Arts Classic. The Art Team placed 2nd in Critical Thinking, 2nd Overall, and 1st in Quiz Bowl out of eight schools.

Art Team

Madalyn Nienhaus
Katie Buschke
Kathleen Phelan
Aspen Linjer
Stephanie Besaw
Kaylee Truax
Grace Tohm
Garrett Yohr
Emma Brickey
Morgan Rosenau
Xochitl Grimm
Emma Riske
Tyler Thontlin
Gage Bristow

Recognition of Youth Art Month Participants:

Emma Brickey, Grace Tohm, Lisa Yoder, Xochitl Grimm and Mya Stephens - These 5 students were sent to Regional Youth Art Month at the Neville Art Museum in Green Bay. From there, Xochitl, Lisa, and Emma's projects were sent to the State Youth Art Month display in Madison in the State Rotunda.

Recognition of Teacher:

Nancy Zabler should also be recognized for her leadership as the Regional Art Chairperson for the Visual Arts Classic. Her ingenuity and quick thinking helped to salvage the festival for eight participating schools. The field trip went virtual overnight. Kudos to her for her dedication to the program, the Visual Arts Classic and her students!

Recognition for those involved in the Meal Delivery to Families:

Bus Drivers

Kim Beyer
Ruth Boerst
Jacob Elsner
Zach Kriesel
Jim Quinn
Vern Shover
Cynda Spatz
Alicia Stiebs
Randy Steingraber
Jamie Stroud
Sue Suehs

Food Service

Sharon Baldwin
Jennie Beyer – has also been filling in for routes
Denise Buschke
Sue Loughrin
Brenda Suehs
Donna Wheeler

Support Staff

Jenny Bessette
Dana Bonikowske
Stephanie Flynn
Tori Gast
Jessie Ort
Julie Peterson
Connie Sell
Marie Zirbel

Administrator in Charge

Carmen O'Brien

Monthly Enrollment Count for SY2019-2020

Grade	21-May-18	16-Sep-19	3rd Fri SEPT	OCT	NOV	DEC	JAN	2nd Fri JAN	FEB	MAR	APR	MAY
EC / Speech .5	7	6	6	6	6	6	6	7	7	9	10	
4K .6	37	30	31	31	30	32	30	30	30	29	29	
Kdg	30	38	39	39	39	40	40	40	39	39	39	
1	46	29	30	30	29	30	28	28	29	27	27	
2	31	52	52	52	51	51	51	51	52	52	52	
3	33	30	30	30	30	30	29	29	29	30	31	
4	50	34	34	34	35	35	34	34	35	35	35	
5	37	55	55	55	54	54	53	53	53	53	54	
6	37	38	37	37	38	39	39	39	39	39	39	
7	52	38	38	37	38	38	38	37	38	38	38	
8	54	52	52	52	52	52	51	51	52	52	53	
9	53	59	60	60	60	60	58	59	58	59	60	
10	66	52	52	52	52	52	52	52	52	52	52	
11	50	63	64	63	62	62	62	62	61	61	61	
12	62	54	54	54	54	54	53	52	52	52	53	
Students Enrolled	645	630	634	632	630	635	624	624	626	627	633	
Less OE IN (non-resident)	-18	-22	-25	-25	-26	-24	-24	-24	-22	-22	-22	
Plus OE OUT (resident)	91	107	88	89	89	90	88	88	90	90	90	
Less Tuition Sharing	-2	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	
Plus Cty Sch Enrollment		1	1	2	2	2	2	1	1	1	1	
Total Resident Count	716	713	695	695	692	700	687	686	692	693	699	
3rd Friday Sept 2018	#											

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



Book	Policy Manual
Section	0000 Bylaws
Title	VACANCIES
Code	po0142.5
Status	Active
Adopted	April 25, 2016
Last Revised	July 18, 2016

0142.5 - **VACANCIES**

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

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

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

Filling a Board Vacancy

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

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

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

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

A majority vote shall be required for all appointments to the Board. All votes shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stat. Chapter 19. Secret ballots may only be used when Board members are electing officers. When

making the appointment, Board members should consider the candidate's residency in the appropriate zone and interest and devotion to public education.

Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board. If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by appointment of the Board President.

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

Revised 7/18/16

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Legal

17.03 et seq., Wis. Stats

Last Modified by Kayla Reichley on September 6, 2019



Book Policy Manual
Section For Board Review - Vol. 29, No. 1
Title Copy of VACANCIES **PROPOSED**
Code po0142.5
Status
Adopted April 25, 2016
Last Revised July 18, 2016

0142.5 - VACANCIES

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- H. the incumbent moving his/her residence out of the District;
- I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term.

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making the appointment, Board members should consider the candidate's residency in the appropriate zone and interest and devotion to public education.

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

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

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

Revised 7/18/16

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Legal 17.03 et seq., Wis. Stats

Last Modified by Steve LaVallee on March 12, 2020



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Michelle Pukita
Date: April 22, 2020
Re: Staff and Program Highlights

- **Teaching by Virtual Learning:** Staff is doing things they have never done before and taken on new challenges and tasks that have not been a part of their workload before. They go above and beyond every day to serve the students and families. Below are a few things that the staff has been learning and doing to take on the challenges of teaching virtually:
 - Teachers reach out weekly to students to provide support if needed
 - Teachers that prepare packets come into school to plan, provide examples of the problem-solving process to support families in teaching their child(ren), make copies, and prepare the packets to be delivered to the houses on Wednesdays.
 - Teachers are eager to learn ways to use technology to not only teach students but to keep reaching out to students and families to provide support. Mr. Cobarrubias and Mrs. Krueger organized and offered the following Professional Development opportunity teachers could choose to participate in if they wanted to learn more about using technology to enhance their teaching:
 - ❖ Screencastify: Record lessons by recording your desktop or document camera. Share with students using Google Classroom or by sharing to YouTube.
 - ❖ EdPuzzle: Use EdPuzzle to add formative assessments to videos.
 - ❖ MES Digital Learning Site: Use the shared Google site to curate content for your parents and students.
 - ❖ Google Voice: By using Google Voice to contact families through text messaging or calling families, teachers don't need to use their cell phones.
 - ❖ Google Meet: Use Google Meet to connect virtually with your students.
 - ❖ Google Classroom: Review the basics of Google Classroom and have time to ask advanced questions.

- **Packing Rooms to Prepare for Construction:** Mrs. Poppy, Mrs. Harvey, Mrs. Sitter, Mrs. Anderson, and Mrs. Pari dropped everything to come in to pack up their rooms within one week to prepare for the remodeling that will be taking place. Mrs. Abbey and Ms. Seka also came in to pack their rooms as those rooms are being utilized for storage from the other classrooms until the remodel is complete. Thank you to all who helped in the packing and moving of the rooms. A special thank you to custodians Ms. Lowney and Ms. Teuscher, who spent two days at Little Wolf Jr./Sr. High helping pack and move

classroom items and then moving classroom items to the storage location at MES. This is another example of how the staff pulls together to get the job done.

- **Social/Emotional Learning Team Update:** Andrea Whitman, Becky Stormoen, Casey Johnson, LuAnne Ujazdowski, Megan Anderson, Danni Brauer, and Michelle Pukita had the last virtual meeting with Becky McMorrow from Cesa 6 for the 2019-2020 school year. The purpose of the meeting was to wrap-up the school, and begin planning for the 2020-2021 school year. Before school buildings closed in March, the team presented to teachers two different strategies (Opportunities to Respond and Positive Reinforcement in a 10-minute segment during classroom instruction) to choose from to strengthen universal instruction in the classroom. That plan came to a halt when school buildings closed.

During the meeting, the team planned a way to roll out the strategies in the fall using peer observations to gather data twice during the first semester. The team also began brainstorming Tier II and Tier III emotional support for students. The overall goal of the team is to provide a systems approach to learners with challenging behavior.



Students choosing to excel; realizing their strengths.

Wolfgram Staff and Program Highlights - April - 2020





Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 4/16/2020
Re: Business Office Monthly Update

This past month has been anything but ordinary.

The project that consumed the majority of my time is/was the food & instructional materials delivery system. It didn't seem like it would be too difficult, until I started doing it. I am happy to report, though, that most of the kinks have been worked out and the system is running well. As of April 24, 2020, we are serving 379 lunches and 379 breakfasts to 167 families in our district. This past week I had the opportunity to run one of the delivery routes. It is rewarding, but also takes a big chunk of time. I am very thankful for the women that continue to work these routes every day!!

The Families First Coronavirus Relief Act (FFCRA) contain provisions for extended paid sick leave (EPSLA) and extended family medical leave (EFMLEA). Thus far, 9 employees have qualified and are using the programs.

How will COVID-19 affect the budget for 2019-20? 2020-21? I continue to monitor this. I take part in a weekly tele-meeting with the Wisconsin Association of School Business Officials from the Northeast and Bay Area regions. So much information comes each day from the state, DPI, CESA, the county, insurance carriers, vendors, and on and on. This group allows me to feel assured that I haven't missed anything.

KOBUSSEN BUSES LTD.

Family Pride in Every Ride

April 6, 2020

March Transportation Report

Prepared For: School District of Manawa

To Whom it May Concern,

The Manawa School District had 12 total school days and had 4 extracurricular activity trips for the month of March.

This is for sure a unique time for all of us, so we would like to thank the SDM for allowing us to be a part of the delivery program that is in place to deliver both meals and school work to the students of Manawa. School ran normally until Tuesday, March 17th, and then begun deliveries the next day!

With this program in place, we are running our normal school routes, as we would a normal school day, plus a city route, for a total of eight routes. Our drivers are very happy to be able to help our community by providing this service! They are also happy to be able to continue working. If it wasn't for the delivery routes, our drivers would be out of a job.

We would like you to know, that we at Kobussen Buses are taking COVID-19 very seriously and have implemented various precautionary measures to ensure a safe environment for all. These include: Wearing gloves while driving, hand sanitizing frequently, washing hands often, disinfecting buses every day, and numerous other precautions as directed by the CDC.

We continue to hope to get back to normality soon, as the drivers miss seeing the students' smiling faces every day!

Stay healthy!

Thank you,

Jacob Elsner
Terminal Manager
Kobussen Buses LTD

Office: 920-389-1500

Cell: 920-427-1408

Email: Jacob.elsner@kobussen.com



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: 4/9/20
Re: April School Board Update

Special Education

- I know you have heard this before but... Our special education teachers are absolutely rocking providing services to our students over the school building closure. I'm continually impressed with the different ideas they have had for modifying virtual/distance learning for our most vulnerable students.
- I have been part of several discussions regarding grading in this new environment with special education teachers and was part of a discussion with Mary Gerbig, school law attorney, regarding cautions around failing students during this time of virtual/distance learning. We will continue to discuss what is best for our students as we move through the 4th quarter.
- Mary Gerbig also touched on guidance around deciding on compensatory services for special education services. She reminded us that two of the considerations are: data showing where the student was in regard to progress toward IEP (Individual Education Plan) goals/objectives before the school closure and what data we are able to gather over the school closure in regard to those same IEP goals/objectives. We also need to keep in mind that learning objectives have been paired down for all students for the 4th quarter and that districts won't be expecting students to make up the work for learning objectives that weren't covered. I will continue to learn more about this serious issue in the coming weeks.
- Below you will find pictures of some of the Autism Awareness Month coloring contest entries.

Curriculum

- I have applied for a waiver for the mandated Civics Test graduation requirement from DPI. Seniors typically take this exam toward the end of their Government course which, this year, is taken 2nd semester. We are eligible for a waiver if we were not able to administer the exam prior to the March 18 mandated closure. The test can still be used as part of the course but the graduation requirement that all students must pass the test in order to graduate will be waived.
- I am in contact with the HS math department to discuss the curriculum maps they have been working on this school year. I have heard back from one teacher who thinks that even with the school building closure he will be able to finish. I encouraged the rest to reach out if they are struggling to complete the work or will be a bit behind.
- The principals, Mr. Cobarrubias, Mrs. Sernau and I are reading the book Pursuing Greatness: Empowering Teachers to Take Charge of Their Professional Development. We are reading the book in order to decide if this would be the best book for a professional book study with the



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teaching staff next year. I’m particularly excited about the book because it is full of practical strategies to improve teaching practices. It lends itself to teacher autonomy in specific foci, great discussions, and peer coaching opportunities for teachers to choose the same focus. Stay tuned...

Coloring Contest Entries



Technology Board Report

April 24, 2020



Teachers and Technology

I am impressed by how teachers have taken to technology in the last few weeks. I'd like to highlight how Ms. Bortle has used video to share art projects on social media. Have a look at some of here videos the next time you are online. The website is

<https://www.facebook.com/MESArtRoom/>

This is only one example of how teachers have adapted to these sudden changes. Other teachers are reaching out to students in innovative ways.

Hotspots

The district expanded our home hotspot program to allow more students to have limited internet access from home. At this point, all known students grade 5-12 have some form of internet access.

Chromebook Distribution

With the help of Tori Gast, we have included Chromebook distribution into our daily food deliveries. This allows us to keep functioning devices in the hands of students while they learn from home.

Construction Preparation

The construction projects have been accelerated with the school building closing. The technology in the affected areas of the high school and elementary school have been safely stored for the summer.

Minutes of the April 7, 2020 School District of Manawa Curriculum Committee Meeting

The meeting was called to order by B. Scheller at 4:37 p.m. by Teleconference

Board Committee Members: Scheller (C), Pohl, Hollman

All in attendance: B. Scheller, Pohl, Hollman, Dr. Oppor, Danni Brauer, Jennifer Scheller

Recorder: Pohl

1. STAR Universal Screening Growth Pattern: Informational

2. HS Universal Screening Proposal: Actionable.
Motion by Pohl/Hollman to recommend to BOE approval of the HS universal screening proposal. Motion carried.

3. Curriculum Committee Planning Guide: Informational

4. Next Meeting Date: May 5, 2020 @ 5:00 p.m.

5. Adjourn: Motion by Scheller/Hollman 5:18 p.m.

Minutes of the April 15, 2020 School District of Manawa Finance Committee Meeting

The meeting was called to order by Pohl at 5:30 p.m. by Teleconference

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

ALL In Attendance: Pohl, J. Johnson, Pethke, Scheller, Oppor, O'Brien

Timer: Pohl Recorder: J. Johnson

1. Health Insurance Bids
 - a. Authorize District Administrator to Vote as the BOE Wishes (Action):
Motion by J. Johnson/Pethke to Authorize District Administrator to Vote as the BOE Wishes. Motion carried by roll call vote as follows: Pohl: Aye, Pethke: Aye, J. Johnson: Aye.
 - b. Consider Endorsement of Anthem, Inc. as the Insurance Carrier beginning July 1, 2020 as Presented. (Action):
Motion by J. Johnson/Pethke to recommend Endorsement of Anthem, Inc. as the Insurance Carrier beginning July 1, 2020 as Presented to the full Board. Motion carried by roll call vote as follows: Pohl: Aye Pethke: Aye, J. Johnson: Aye.
2. Co-curricular Contract Pay (Action):
Motion by J. Johnson/Pethke to recommend Co-curricular Contract Pay as presented to the full Board. Motion carried by roll call vote as follows: Pohl: Aye, Pethke: Aye, J. Johnson: Aye.
3. 2020-21 Budget Scenarios (Informational) : Informational
4. Food/Instructional Material Delivery Update (Informational): Informational
5. Monthly Finance Report (Informational): Not ready, will be presented at next month's committee.
6. 2019-20 Budget Update (Informational): Informational
7. Finance Committee Planning Guide (Information / Action): Informational
8. Next Finance Committee Meeting Date: 5/6/2020 at 5:30 p.m.
9. Next Finance Committee Items:
 - 1.
10. Motion to Adjourn by: Pethke/J. Johnson. Motion carried at 6:28 p.m. by roll call vote as follows Pohl: Aye, Pethke: Aye, J. Johnson: Aye.

Minutes of the April 8, 2020 Buildings & Grounds Committee Meeting

The meeting called to order by Chairperson Johnson at 5:30 p.m. virtually and in the MES Board Room at 800 Beech St., Manawa

Board Committee Members: R. Johnson (C), Scheller, Forbes

In Attendance: R. Johnson, Scheller, Forbes and Dr. Oppor

Recorder: Scheller

1. COVID 19 Hoffman Letter - Discussion - Informational
2. Hoffman Project Update - Discussion - Informational
3. Johnson Controls - formerly Simplex/Grinnell - Discussion - Informational
4. Buildings & Grounds Budget Review - Discussion - Informational
5. SY20-21 Potential Maintenance Projects - Budget Ramifications - Discussion - Informational
 - a. Football Field Repair - RFP
 - b. MES Convection Heater Valve Replacement
 - c. Stage Floor Refinishing
 - d. MES & MS/HS Gym Floor Refinishing
6. Fitness Center Donors List - Discussion - Informational
7. Maintenance Support - Discussion - Informational
8. Mowing - Discussion - Informational
9. Replacement for Schulfer's Landscaping- Discussion - Informational
10. Buildings & Grounds Committee Planning Guide - Discussion - Informational
11. Set Next Meeting Date: May 13, 2020 at 5:30 p.m.
12. The meeting adjourned at 6:30 p.m.

Minutes of the April 7, 2020 School District of Manawa Policy & Human Resources Committee Meeting

The meeting called to order by Pethke, Chairperson at 5:30 p.m. as a Teleconference

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

All In Attendance: Forbes, J. Johnson, Scheller, Hollan, Oppor, Wolfgram

Recorder: J. Johnson

1. COVID-19 Special Update (Information / Action):
Motion by J. Johnson/Forbes to recommend COVID 19 Special Updates to the full Board as presented. Motion carried.
2. AG4440C - Use of School Vehicle for School Business (Information / Action): Informational, no action taken.
 - a. Use of Criminal Background Check
 - b. Review Precedence
3. AG4141 Criminal Background Check Procedure (Information / Action):
Motion by J. Johnson/Forbes to recommend AG4141 Criminal Background Check Procedure be created to the full Board as presented. Motion carried.
4. 1st Reading of Fitness Center Guidelines (Information / Action):
Motion by J. Johnson/Forbes to table. Motion carried.
5. School Calendar for 2021-22 School Year (Information / Action):
Motion by J. Johnson/Forbes to recommend School Calendar for 2021-22 School Year as presented. Motion carried.
6. Policy & Human Resources Committee Planning Guide (Information)
7. Set Next Meeting Date: May 5, 2020 at 6 p.m.
8. Next Meeting Items:
 - a. Previously Tabled Vol. 29 No. 1 policies 2370, 3122.01, 4122.01, 7540, 7540.02, 7540.04 and 7544
7. Motion to Adjourn by: J. Johnson/Forbes at 6:23 p.m.

Joanne Johnson, Recorder



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of DEFINITIONS
Code	po0100
Status	
Adopted	April 25, 2016
Last Revised	December 18, 2017

0100 - **DEFINITIONS**

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

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

Administrative Guideline

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

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

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

Board

The Board of Education also commonly referred to as the School Board.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0170)

District

The School District.

District Administrator

The ~~administrative head~~~~chief executive officer~~ of the School District of Manawa. In policy, capitalization of the term District Administrator, implies delegation of responsibilities to appropriate staff members.

Due Process

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

Full Board

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

Information Resources

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

Law Enforcement Officer(s) or Agencies

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

Legal Custodian of Records

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

May

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

Medical Advisor

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

Meeting

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

Parent

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

Personal Communication Devices

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

Policy

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

President

The chief executive officer of the Board of Education. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

Professional Staff Member

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

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

Shall

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

Social Media

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

Student

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

Superintendent

Sometimes the administrative head of the School District is referred to as Superintendent, but has the authority of the District Administrator by law. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members. As noted under District Administrator, locally some districts refer to the chief executive officer of the School District as Superintendent. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

Technology Resources

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

Treasurer

The chief financial officer of the Board (See Bylaw 0170)

Vice-President

The Vice-President of the Board. (See Bylaw 0170)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy

may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

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

Revised 8/22/16

Revised 7/17/17

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Last Modified by Steve LaVallee on March 9, 2020



Book Policy Manual
Section For Board Review - Vol. 29, No. 1
Title Copy of AUTHORITY
Code po0121
Status
Adopted April 25, 2016

0121 - **AUTHORITY**

The supervision of this District shall be conducted by the Board ~~of Education, hereinafter sometimes referred to as the "Board"~~, which is constituted and ~~is~~ governed by the laws of the State of Wisconsin.

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Legal Chapters 118 and 120, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of VACANCIES
Code	po0142.5
Status	
Adopted	April 25, 2016
Last Revised	July 18, 2016

0142.5 - **VACANCIES**

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

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

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

Filling a Board Vacancy

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

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

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

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

A majority vote shall be required for all appointments to the Board. All votes shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stat. Chapter 19. Secret ballots may only be used when Board members are electing officers. When

making the appointment, Board members should consider the candidate's residency in the appropriate zone and interest and devotion to public education.

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

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

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

Revised 7/18/16

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Legal 17.03 et seq., Wis. Stats

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Title Copy of AUTHORITY OF INDIVIDUAL BOARD MEMBERS
Code po0143
Status
Adopted April 25, 2016

0143 - **AUTHORITY AUTHORITY OF INDIVIDUAL BOARD MEMBERS**

Individual members of the Board do not possess the powers that reside in the Board itself. The Board speaks through its actions set forth through motions, resolutions, and other official actions taken at Board meetings and officially noted in the minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

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Book Policy Manual
Section For Board Review - Vol. 29, No. 1
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Code po0144.3
Status
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0144.3 - **CONFLICT OF INTEREST**

Board members shall perform their official duties in a manner free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use his/her position as a Board member to obtain financial gain for himself/herself, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which s/he is associated;
- B. no Board member 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 and as a public officer;
- C. when a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency.

Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats., by having a private interest in a contract with the District in an amount that exceeds \$15,000 annually.

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Legal 19.42(7), Wis. Stats

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Last Revised November 19, 2018

0164.2 - **SPECIAL MEETINGS**

A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provisions of State law.

Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine unless for good cause such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

A copy of said notice shall be served upon each member of the Board by personal delivery to the member or his/her residence or by first-class mail, at least twenty-four (24) hours prior to the meeting. A special meeting may be held without prior notice if all Board members are present and consent or if each member consents in writing even if s/he does not attend, provided appropriate notice is provided as defined under Chapter 19.

The District Administrator and those administrators directed by the District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

Revised 6/19/17
Revised 12/18/17

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Legal 19.84(3), Wis. Stats.
120.11(2), Wis. Stats.
120.43(2), Wis. Stats.

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Book Policy Manual
Section For Board Review - Vol. 29, No. 1
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Status
Adopted April 25, 2016

0167.6 - E-MAIL - PUBLIC RECORDS

There should be no expectation of privacy for any messages sent by e-mail. All messages sent or received by any member of the Board in the course of conducting the business of the Board, including e-mail addresses not supplied by the District, shall be provided to the ~~District's Records Custodian or the~~ District Administrator for preservation. Such records may be subject to disclosure under the Public Records Act.

The District Administrator ~~in consultation with the District Records Custodian~~ shall devise and develop procedures pertaining to e-mail communications and public records. The custodian shall do the following:

- A. develop procedures for collecting, archiving and cataloguing Board e-mail communications
- B. develop procedures for reproducing Board e-mail communications to comply with a request under the Public Records Act
- C. promptly disseminate the procedures for collecting, archiving, and cataloguing Board member e-mail communications to each Board member.

Board members are required to provide to the District Administrator ~~Records Custodian~~ all e-mail communications using the procedure developed by the District Administrator ~~and Records Custodian~~ without regard to whether the Board member believes the communication is subject to disclosure under the Public Records Act.

Prior to implementation of a procedure for collection of e-mail, all such communications of the Board members must be copied to the ~~Custodian or~~ District Administrator.

Board members shall utilize e-mail communication only as described in Bylaw 0167.5.

Each Board member as an elected official is independently required by law to comply with public records requests for e-mail communications, which involves District business. sent or received on the Board member's personal e-mail account.

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Book Policy Manual
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Code po0167.7 - TC
Status
Adopted April 25, 2016

0167.7 - **USE OF PERSONAL COMMUNICATION DEVICES**

When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board members use of PCDs shall be in accordance with the following policies and administrative guideline:

- A. Policy 7530.02 - Staff Use of Personal Communication Devices
- B. Policy 7542 - Access to District Technology Resources from Personally-Owned Personal Communication Devices
- C. Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety
- D. AG 7540.04 - Staff Network and Internet Acceptable Use and Safety

For purposes of this Bylaw, PCDs shall be defined as set forth in [Board Bylaw 0100 - Definitions](#).~~the above identified policies.~~

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of SCHOOL PERFORMANCE REPORT
Code	po0174.2
Status	
Adopted	April 25, 2016

0174.2 - **SCHOOL PERFORMANCE REPORT**

The Board will also 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 students enrolled in charter schools located in the District, that have requested the report.

The School and School District Performance Report will be posted on the District's website.

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Legal 15.38, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Adopted	October 17, 2016
Last Revised	July 22, 2019

1213 - STUDENT SUPERVISION AND WELFARE

Administrators 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 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 District administrator 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 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.
- 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.
- 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. An administrator shall not send students on any personal errands.
- E. 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.
- F. An administrator 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.
- G. An administrator shall not transport students for school-related activities in a private vehicle without the approval of the District Administrator or his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.

I. The administrator shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.

J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, ~~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, any administrator 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.

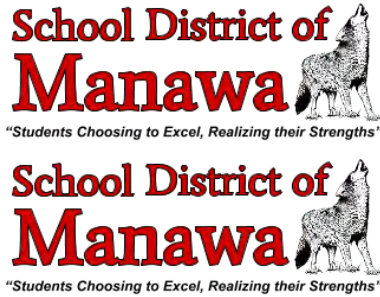
Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 11/19/18

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Legal 48.981, Wis. Stats.
 948, Wis. Stats.
 948.095, Wis. Stats.

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Book Policy Manual
Section For Board Review - Vol. 29, No. 1
Title Copy of NON-REEMPLOYMENT OF THE DISTRICT ADMINISTRATOR
Code po1241
Status
Adopted October 17, 2016

1241 - NON-REEMPLOYMENT OF THE DISTRICT ADMINISTRATOR

The Board has an obligation to the students, parents, and residents of this District to employ the professional leadership the Board feels best suited to meet the educational needs of the students. The Board shall meet this obligation through recruitment, hiring, and supervision efforts designed to assure that the District Administrator is highly qualified and meeting performance standards while in the position.~~The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only a highly qualified person as District Administrator for this District.~~

If the ~~services of the~~ District Administrator's performance is~~are~~ found to be unsatisfactory by the Board, the District Administrator shall be notified in writing by the President. The District Administrator shall normally be given an opportunity to correct the conditions.

If the Board intends to consider non-renewal of the District Administrator's~~non-renew a~~ contract, it shall give the District Administrator written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.

If the District Administrator files a written request with the Board within seven (7) days after receiving such notice, the District Administrator has a right to a hearing prior to being given the notice of non-renewal of the contract. The District 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 the District 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 the District Administrator's contracts shall be consistent with State law and with the provisions of the employment contract between the Board and the District Administrator.

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

Policy 3143 applies to administrators other than the District Administrator.

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

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461
Status	
Adopted	October 17, 2016
Last Revised	November 19, 2018

1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render administrators unable to perform their duties.

The Board authorizes the District Administrator to place an administrator on leave for a physical or mental condition that affects the employees' ability to perform assigned duties in conformance with the law.

The District Administrator ~~may~~^{shall} require that the administrator submits to an appropriate examination by a healthcare provider of the administrator's choice, a healthcare provider designated by the District, or both. ~~by a healthcare provider designated by the Board and compensated by the District.~~

The employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal by the administrator to submit to an appropriate examination requested by the District Administrator or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02, the District Administrator shall direct the provider designated by the District to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record, as required by the ADA.

If, as a result of his/her such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on a leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability. ~~with such compensation to which s/he is entitled until proof of recovery, satisfactory to the District Administrator, is furnished.~~

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement, consistent with Policy 1430.01 as provided by law.

In the event the District Administrator is the administrator subject to this policy, the Board shall direct the appropriate actions pursuant to this policy.

Revised 7/17/17

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Legal

111.32, et. seq., the Wisconsin Fair Employment Act

29 C.F.R. Part 1630

29 C.F.R. Part 1635

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

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

Last Modified by Steve LaVallee on March 9, 2020



Book	Policy Manual
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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.), 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 recurrence, 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 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 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
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org

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

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 may, in consultation with the other CO, if any, assume the role of the CO for such complaint. ~~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 deems 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, 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.

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

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

~~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 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.

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:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any 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
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

Last Modified by Steve LaVallee on March 1, 2020

Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of CURRICULUM DEVELOPMENT
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Adopted	October 17, 2016

2210 - CURRICULUM DEVELOPMENT

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

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

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

The Board directs that the curriculum of this District:

- A. provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensures, consistent with 115 Wis. Stats. and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- D. consistent with 118.30 Wis. Stats. by incorporating, incorporates State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilizes a variety of learning resources to accomplish the educational goals;
- H. encourages students to utilize guidance and counseling services in their academic and career planning;
- I. in the elementary grades, provides regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- J. in grades 5 to 8, provides regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, provides access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;

- L. provides regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in Wis. Stats. 253.15 (5);
- N. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. provides that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- P. provides for multi-cultural education by including, at each level, courses or units that help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

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

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

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

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

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

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

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

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Legal PI8.01(2)(L)
 121.02(1)(L), Wis. Stats.
 118.01, 118.24, Wis. Stats.

Last Modified by Steve LaVallee on March 9, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01
Status	
Adopted	October 17, 2016
Last Revised	November 18, 2019

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"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 oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, 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 (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

District Compliance Officers

The following persons are designated as the District Section 504 Compliance Officers/ADA Coordinators ("hereinafter referred to as the COs").

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

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

The CO is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the CO.

The CO 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. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing.

Training

The CO will also oversee the training of employees of the Board 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. This includes, but is not limited to, providing accommodations to persons with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board 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.

If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education ("FAPE"). An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the Individuals with Disabilities Education Improvement Act ("IDEIA"), the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

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 office 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.

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

~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress.~~

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 which 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's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

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

~~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 the complaint or request further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the complainant or 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 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.

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 additional such 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

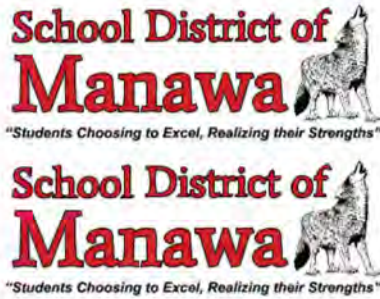
The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed. All Complainants, through the investigation process shall be advised that as a result of the investigation, allegations against individuals 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.

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:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts related to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
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Status	
Adopted	October 17, 2016
Last Revised	November 18, 2019

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 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 (hereinafter referred to as the "COs").

The Board designates the following individuals to serve as the District's CO's:

Carmen O'Brien

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

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

The names, titles, and contact information of these individuals will be published annually in the staff and 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 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's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

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

~~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 the complaint or request further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or 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 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.

Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a Grievance utilizing the District's grievance procedure as outlined in Policy 3430 or Policy 4430.

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.) (Policy 8462), or threats of violence (Policy 8462.01), 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.

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:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;

- G. e-mails, texts, or social media posts related to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any 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
- M. documentation of all actions, both individual and systemic, taken 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, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 12/18/17

Revised 7/22/19

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Legal

- 118.13 Wis. Stats.
- P.I. 9, Wis. Adm. Code
- P.I. 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 March 12, 2020



Book	Policy Manual
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Last Revised	December 18, 2017

REPLACEMENT POLICY

2261.01- PARENT AND FAMILY MEMBER PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served.

Each year the District Administrator shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement policy to establish expectations for the involvement of such parents and family members in the education of their children. The proposed policy shall be reviewed and approved annually by the Board and distributed to parents and family members of children receiving Title I services. The proposed policy must establish the District's expectations and objectives for meaningful parent and family involvement, and describe how the School District will:

- A. involve parents and family members in the development of the School District's Title I plans and any State-mandated comprehensive support and improvement plans;
- B. provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family member involvement activities to improve student achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. coordinate and integrate parent and family member engagement strategies, to the extent feasible and appropriate, with other Federal, State, and local laws and programs;
- D. with meaningful involvement of parents and family members, annually evaluate the content and effectiveness of the parent and family member engagement policy in improving the academic quality of schools, including:
 - 1. identifying barriers to greater parent participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 - 2. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 - 3. strategies to support successful school and family interactions;
- E. use the findings of the above-referenced evaluation to:
 - 1. design evidence-based strategies for more effective parental involvement; and,
 - 2. revise the parent and family member engagement policy, if necessary;

- F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising and reviewing the parent and family member engagement policy;
- G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children) including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
- I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
- J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- K. involve parents in the planning, review, and improvement of the Title I program;
- L. communicate information concerning school performance profiles and their child's individual performance to parents;
- M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like;
- N. provide timely responses to parental questions, concerns, and recommendations;
- O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
- P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent and family member involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family member engagement policy (Policy 2261.01), including at least one (1) of the following:

- A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family member engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
- B. Supporting programs that reach parents and family members at home, in the community, and at school.
- C. Disseminating information on best practices focused on parent and family member engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family member engagement.
- E. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family member engagement policy.

The District Administrator must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parent and family member engagement policy.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities, including the planning, review, and improvement of the school parent and family member engagement policy, and the joint development of the schoolwide program plan, if appropriate.

D. Parents of participating students must be provided with:

1. timely information about the Title I program and the school's parent and family member engagement policy;
2. description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels expected;
3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible.

E. If the written plan is not satisfactory to the parents of participating children, the school must submit any parents' comments when it presents the plan to the District Administrator.

F. As a component of the school-level parent and family member engagement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents of children served under Title I which outlines how the school staff, the parents, and the student will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards. The compact must:

1. describe the school's responsibility to provide a high-quality curriculum and instruction in a supportive, effective learning environment;
2. describe the ways in which each parent is responsible for supporting their child's learning environment such as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children and their positive use of extra-curricular time;
3. address the importance of parent/teacher communication on an on-going basis through at least annual parent-teacher conferences to discuss the child's achievement and the compact; frequent progress reports to the parents on their child's progress; reasonable access to the staff and to observe and participate in classroom activities and regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

G. Parents of children receiving Title I services must be notified about their school's parent and family member engagement policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.

H. School-level parent and family member engagement policies must be updated periodically to meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving student academic achievement, the District Administrator and building principals must include provisions in the School District and school-level parent and family member engagement policies regarding:

- A. assisting parents of children served under Title I in understanding such topics as the State's academic standards, State and local academic assessments Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);
- C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal, State and local programs (including public preschool programs), and conducting other activities that encourage and support parents more fully participating in the education of their children (e.g., parent resource centers);
- E. providing information related to school and parent programs, meetings, and other activities to parents of participating children in a format, and, to the extent practicable, in a language the parents can understand;
- F. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the District Administrator and building principals may also:

- A. involve parents in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;
- B. provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training;
- C. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- D. train parents to enhance the involvement of other parents;
- E. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- F. adopt and implement model approaches to improving parental involvement in Title I programs;
- G. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;
- H. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

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Legal 20 U.S.C. 6318
 34 C.F.R. Part 200 et seq.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	DISTRICT AND SCHOOL REPORT CARD
Code	po2261.03
Status	

NEW POLICY

2261.03 - DISTRICT AND SCHOOL REPORT CARD

Each School District that receives Title I, Part A funds must prepare and publicly disseminate a report card on the performance and operations of the District. Report cards must be concise and presented in an understandable and uniform format that is developed in consultation with parents and accessible to persons with disabilities and, to the extent practicable, in a language that parents can understand. **[Drafting Note: The District must make the report card meaningfully accessible to parents and stakeholders who are limited English proficient.]**

The report shall contain the information called for in accordance with State and Federal law. The report must include 1) an overview section and 2) a detail section.

Report cards must begin with a clearly labeled overview section that is prominently displayed. The overview section of District report cards must include information on key metrics of State, District, and school performance and progress and is intended to help parents and other stakeholders quickly access and understand such information and provide context for the complete set of data included in the report.

The overview section of the annual report card must include for the District as a whole and each school, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. English language proficiency of English learners (i.e., the number and percentage of English learners achieving English language proficiency as measured by Wisconsin's English proficiency assessment);
- C. performance on each measure within the Academic Progress indicator used by the State for elementary schools and secondary schools that are not high schools;
- D. high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort;
- E. performance on each measure within any School Quality or Student Success indicator used by the State;
- F. school identifying information, including student membership count and Title I participation status;
- G. summative determination for each school;
- H. whether the school was identified for comprehensive support and improvement or targeted support and improvement, and the reason(s) for such identification.

The overview section must include disaggregated data for specific student subgroups as required by the United States Department of Education (e.g., each major racial and ethnic group; children with disabilities; English learners; and economically disadvantaged students).

Report cards must include student achievement data overall and by grade, including the percentage of students at each level of achievement as determined by the State for all students and disaggregated by each major racial and ethnic group, gender, disability status, migrant status, English proficiency status, status as economically disadvantaged, status as a homeless student/youth, status as a

child in foster care, and status as a student with a parent who is a member of the Armed Forces on active duty (which includes full-time National Guard duty). Data for these subgroups must be included in the detail section of report cards if it is not included in the overview section.

The details section of the District report card must include the remaining information required in the statute and applicable regulations. A District need not include information in the detail section of the report if it includes such information in the overview section. The annual report detail section must include, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. percentages of students assessed and not assessed in each subject (i.e. participation rates on required assessments);
- C. extent alternate assessments aligned with alternate academic achievements standards were used for students with the most significant cognitive disabilities (i.e., the number and percentage of students assessed using alternate academic achievement standards, by grade and subject);
- D. as applicable, number and percentage of recently arrived English learners exempted from one administration of the reading/language arts assessments or whose results are excluded from certain State indicators;
- E. high school graduation rates, including the four (4) year adjusted cohort, and the extended-year adjusted cohort;
- F. postsecondary enrollment rates for each high school;
- G. information collected and reported in compliance with the Civil Rights Data Collection (CRDC) under 20 U.S.C. 3413(c)(1);
- H. progress toward State-designed long-term goals for academic achievement, graduation rates, and English learners achieving English language proficiency (including measurements of interim progress);
- I. level of performance on each indicator included in the State accountability system including, as applicable, results on each individual measure within each indicator not already included in the school overview section;
- J. information on educator qualifications;
- K. information on per-student expenditures (i.e., actual personnel and actual non-personnel; for the District as a whole and each school);

[Note: The District and school report cards must include per-student expenditures of Federal, and State/local funds, disaggregated by source of funds; District expenditures not allocated to public schools; and the web address to the procedures for calculation.]

- L. State performance on the National Assessment of Educational Progress (NAEP) – math and reading, grades 4 and 8;
- M. description and Results of State accountability system (the District may provide the web address or URL of, or a direct link to, a State plan or other location on the Wisconsin Department of Public Instruction's website to meet this requirement);
- N. additional information best-suited to convey the progress of each school.

[Note: District report cards must include the following NAEP data: 1) the percentage of students at each NAEP achievement level (below basic, basic, proficient, and advanced) in the aggregate; 2) participation rate for students with disabilities; and 3) participation rate for English learners.]

- O. other information as required by the Wisconsin Department of Public Instruction.

When presenting data on a report card, the District shall protect the privacy of individuals and the privacy of personally identifiable information contained in students' education records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 - Student Records.

The District's annual report card information must be made publicly available through such means as posting on the District's website and distribution to local media and public agencies. **[Note: If the District does not operate a website, the District must make the report available to the public in another manner determined by the Board.]**

The Board will provide the school level overview directly to all parents in each school served by the District annually. **[Note: The District may send the report card overview to the parents of students enrolled in each school in the District directly through the U.S. mail, via e-mail, or through other means such as sending the report card overview home to parents in the child's backpack or distribute the report card during parent-teacher conferences.]**

The data from the local report card is to be used by each of the schools and the District as a whole in revising and upgrading school and District improvement plans.

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Legal 34 C.F.R. 200.31
 20 U.S.C. 6314

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Title TITLE I SERVICES
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Adopted October 17, 2016

2261 - TITLE I SERVICES

The Board ~~of Education~~ elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the ~~Amendments to the~~ Elementary and Secondary ~~Education~~ ~~School Improvement~~ Act of 1965, as amended.

The District Administrator shall prepare and present to the Department of Public Instruction a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan. The District will periodically review and revise the plan, as necessary.

A. Assessment

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

B. Scope

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school, in Title I schools that qualify as schoolwide schools, and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The schoolwide program, for an entire school and/or a Targeted Assistance School, shall include the components required by law as well as those agreed upon by participating staff and parents.

C. Participation

The Title I program shall be developed and evaluated in consultation with parents and professional staff members, including teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, () charter school leaders [NOTE select if the District has charter schools], administrators, and other appropriate school personnel involved in its implementation.

Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section ~~1116118~~ of the Act.

D. Supplement Not Supplant and Comparability of Services

Title I funds will be used only to supplement, not supplant, ~~augment, not to replace~~, State and local funds. The District will document its compliance with the supplement not supplant provisions by using a written methodology that ensures State and local funds are allocated to each school on the same basis, regardless of whether a school receives Title I funding. ~~The District Administrator shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.~~

The District Administrator shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The determination of the comparability of services may exclude, ~~in accordance with Federal regulations~~, State and local funds expended for language instruction educational programs and the excess costs of providing services to children with disabilities as determined by the District ~~spent on compensatory education programs, bilingual education programs, and programs for~~

~~educationally disabled students~~. The determination of comparability of services will not take into account unpredictable changes in student enrollments or personnel assignments that occur after the beginning of a school year.

In order to achieve comparability of services, the District Administrator shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

E. Professional Development

~~The District Administrator shall develop administrative guidelines whereby m~~Members of the professional staff participate in the design and implementation of staff development activities that ~~meet the requirements of Section 1119 of the Act and:~~

1. involve parents in the training, when appropriate;
2. combine and consolidate other available Federal and District funds;
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;
4. allocate part of the staff development to the following types of strategies:
 - a. fostering gender-equitable education;
 - b. meeting children's special needs;
 - c. early childhood education;
 - d. working effectively with parents;
 - e. use of technology;
 - f. performance-based student assessment;
5. provide opportunities for paraprofessionals to work toward certification as professional educators.

F. Simultaneous Services

~~In accordance with law, a school offering Title I services may also serve other students with similar needs.~~

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Legal 20 U.S.C. 2701 et seq., Elementary and Secondary Education Act of 1965
 34 C.F.R. Part 200, et seq.

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Book Policy Manual
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Title Copy of START COLLEGE NOW PROGRAM
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Adopted November 19, 2018

2271.01 - START COLLEGE NOW PROGRAM

The District will permit resident high school students who have completed the 10th grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student’s parent. Students must request such attendance from the student’s resident School District if attending the District as a non-resident.

General Eligibility Criteria for Students that Have Completed the 10th Grade:

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. must be in good academic standing;
- B. must provide written notification to the Board of the School District in which the student resides of his/her intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. must not be identified as a child-at-risk, pursuant to Policy 5461;
- D. must not be ineligible for participation for having failed a previous class under either this program or the Early College Credit Program (Policy 2271) and ~~failing~~ failed to reimburse the Board for any ~~required~~ costs the student is required to pay; and
- E. must be admitted to the technical college for attendance.

Undue Financial Hardship

The Board may prohibit a student’s attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

Tuition Payments for Technical College Attendance

The District shall pay to the technical college the cost of a student’s tuition for attendance, including any additional costs associated with a student’s special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. The student has already completed eighteen (18) postsecondary semester credits.

Transportation Expenses

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

Reimbursement for Course Failing Grade

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the Board has made payment, the student's parent or guardian, or the student if s/he is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District or constitutes a failing grade for a course taken at a technical college under this section.

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Legal 38.12(14), Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of SCHOOL PERFORMANCE REPORT
Code	po2700.01
Status	
Adopted	October 1, 2015
Last Revised	July 22, 2019

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 regarding the delivery of Title I services as described in Policy 2261.03.

- 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 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.

Revised 6/19/17

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

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Book	Policy Manual
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Title	Copy of WISCONSIN QUALITY EDUCATOR INITIATIVE
Code	po3125
Status	
Adopted	May 16, 2016
Last Revised	April 23, 2018

3125 - WISCONSIN QUALITY EDUCATOR INITIATIVE

The Board is committed to having a quality teacher in every classroom and a strong leader in every building. The Board encourages the use of best educational practices to improve instruction and increase student achievement. To this end, the Board requires that the District seek to hire the most qualified and experienced staff available and that all staff be licensed as required by law.

Attaining and maintaining proper State licensure under P.I. 34, which describes the requirements for attaining and maintaining educator's licensing for practicing in the State, is primarily the licensee's responsibility. However, the Board recognizes its responsibilities under P.I. 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment.

Any teacher employed by the District while holding a Tier II license, and who has fewer than three (3) years of full-time teaching experience, shall be provided all of the following:

- A. Ongoing orientation and support which is collaboratively developed by teachers, administrators, and other School District stakeholders.
- B. A licensed mentor who successfully completed a mentor training program approved by the Wisconsin Department of Public Instruction.

The building administrator is responsible for providing any mentoring, or other support services required for any teacher employed by the District while holding a Tier I license.

~~Under P.I. 34, the Board is required to develop a licensure support plan providing for, at a minimum, ongoing orientation, support seminars and a qualified mentor for initial educators. Accordingly, the Board directs the District Administrator to develop a licensure support plan consistent with the requirements of P.I. 34.~~

~~The District Administrator shall also designate an administrator, subject to approval by the School Board, to serve on each Initial Educator Professional Development Plan Review Team.~~

~~The Board authorizes the District Administrator to investigate the use of inter-district agreements, the use of other agencies and the use of in-district resources in the design and implementation of the licensure support plan.~~

~~The licensure support plan shall be submitted to the Board for review and approval.~~

~~The District Administrator will coordinate the participation of designated administrators serving on the Plan Review Teams.~~

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Legal P.I. 34, Wis. Adm. Code

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3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect students and employees from the effects of contagious diseases and other circumstances that render professional staff members unable to perform their duties.

The Board authorizes the District Administrator to place a professional staff member on unrequested leave of absence for physical or mental inability to perform assigned duties in conformance with the law.

The District Administrator ~~may~~ shall require that the professional staff member submit to an appropriate examination by a healthcare provider of the professional staff member's choice, a healthcare provider designated and compensated by the District, or both. ~~a healthcare provider designated and compensated by the District.~~

The professional staff member will be required to execute a medical examination release to the Board/District Administrator that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 3122.02, the District Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties, the professional staff member shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability. ~~until proof of recovery, satisfactory to the District Administrator, is furnished.~~

Should a professional staff member refuse to submit to the examination requested by the District Administrator such refusal shall subject the professional staff member to disciplinary action.

The Board may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

Legal

111.32, et seq., the Wisconsin Fair Employment Act

29 C.F.R., Part 1630

29 C.F.R., Part 1635

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

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

Last Modified by Steve LaVallee on March 1, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of STUDENT SUPERVISION AND WELFARE
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Status	
Adopted	May 16, 2016
Last Revised	July 22, 2019

3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members 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 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 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.
- 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.
- 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. A professional staff member shall not send students on any personal errands.
- F. 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.
- G. 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.
- H. 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.
- I. A student shall not be required to perform work or services that may be detrimental to his/her health.
- J. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.

K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, ~~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, 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.

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.

Revised 11/19/18

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Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Steve LaVallee on March 1, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of CONFLICT OF INTEREST
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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.
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, [as defined in 19.42\(7\), Wis. Stats.](#)

Revised 8/22/16
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Legal 19.42(7), Wis. Stats
 19.59, Wis. Stats.
 946.13, 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

Book	Policy Manual
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3340 - **GRIEVANCE PROCEDURE**

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

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

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

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

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

A. Principal/Supervisor:

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

B. District Administrator:

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) working days of the date the Principal's/Supervisor's written decisions is issued, present his/her grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten

(10) working days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determined that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one (1) individual to attend the hearing as a representative.

Any employee representative selected shall be at no expense to the District.

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

D. Board:

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

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

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

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

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

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

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Legal 118.22, Wis. Stats.
118.24, Wis. Stats.



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

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

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 may, in consultation with the other CO, if any, assume the role of the CO for such complaint. ~~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 deems 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, 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.

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

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

~~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 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.

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:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any 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
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

Last Modified by Steve LaVallee on March 1, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of LEAVES OF ABSENCE
Code	po3430
Status	
Adopted	May 16, 2016
Last Revised	July 17, 2017

3430 - LEAVES OF ABSENCE

~~Any professional staff member may request a discretionary voluntary leave of absence from the Board.~~

Employees must submit a written request for an unpaid leave of absence to the Board. The Board may grant the request for a leave of absence at its discretion. The leave of absence will begin and end on the dates approved by the Board. A leave of absence may not exceed twelve (12) calendar months.

Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the District's group insurance plans (to the extent permitted by the carrier); however, he/she must pay the premiums to the District during the leave of absence.

Sick leave will not accrue during a leave of absence; however, any accumulated sick leave at the time of the leave of absence will be reinstated upon return.

Any professional staff member granted a leave of absence by the Board shall be considered to have ~~stopped performance of~~ terminated all work with the District until the completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District might be served.

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Book	Policy Manual
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3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3430.01 (FMLA) and Policy 3430 (extended leave).

A. Bereavement Leave

[.] Staff members are eligible for bereavement leave as specified in the Employee Handbook. [END OF OPTION]

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as potential jurors shall be excused without penalty for any days or portion of days on which the staff member is required to report. Staff members shall inform their immediate supervisor when they are called for jury duty or a court appearance. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date.

Staff members receive full pay and are required to designate the school as the payee on the check received from the court or pay the amount shown on their jury duty record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the Business Manager a court record of the number of days served.

D. Volunteer Fire Fighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

F. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

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1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.



Book	Policy Manual
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4161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render support staff members unable to perform their duties.

The Board authorizes the District Administrator to place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties in conformance with the law.

The District Administrator shall require that the support staff member submits to an appropriate examination by a healthcare provider designated by the support staff member, or a healthcare provider designated by the Board and compensated by the District, or both. ~~by the Board and compensated by the District.~~

The staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 4122.02, the District Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the support staff member is found to be unfit to perform assigned duties, the support staff member shall be placed on leave with such compensation to which s/he is entitled pending further determination of ability to perform duties, including an evaluation of any reasonable accommodations in the event of the existence of a disability. ~~until proof of recovery, satisfactory to the District Administrator, is furnished.~~

Should a support staff member refuse to submit to an examination following the exhaustion of proper appeals, the District Administrator shall consider the certification of charges for reasons of insubordination.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 4430.01 as provided by law.

Legal

111.32 et seq. the Wisconsin Fair Employment Act

29 C.F.R. Part 1630

29 C.F.R. Part 1635

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

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

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Book	Policy Manual
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Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po4213
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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 to direct the preparation of guidelines that would minimize that possibility.

Each 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 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.
- 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.
- C. A support staff member shall not send students on any personal errands.
- D. 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.

- E. 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.
- F. 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.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.
- H. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- I. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, ~~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, 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.

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.

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Title	Copy of CONFLICT OF INTEREST
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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.s
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 approved by the Board of Education **before** entering into any private relationship.
- D. Support employees 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. Support 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.

Support 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. Support 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. Support 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 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, [as defined in 19.42\(7\), Wis. Stats.](#)

Revised 8/22/16
Revised 11/19/18

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- Legal
 - 19.42(7), Wis. Stats
 - 19.59, 946.13, 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

Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	GRIEVANCE PROCEDURE
Code	po4340
Status	
Adopted	May 16, 2016
Last Revised	August 22, 2016

4340 - **GRIEVANCE PROCEDURE**

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

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

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

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

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

A. Principal/Supervisor:

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

B. District Administrator:

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) working days of the date the Principal's/Supervisor's written decisions is issued, present his/her grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	EMPLOYEE ANTI-HARASSMENT
Code	po4362
Status	
Adopted	October 17, 2016
Last Revised	July 22, 2019

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

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

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 may, in consultation with the other CO, if any, assume the role of the CO for such complaint. ~~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 deems 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, 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.

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

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

~~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 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.

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:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any 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
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

Last Modified by Steve LaVallee on March 1, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of LEAVES OF ABSENCE
Code	po4430
Status	
Adopted	May 16, 2016
Last Revised	July 17, 2017

4430 - LEAVES OF ABSENCE

Any support staff member may request a discretionary voluntary leave of absence from the Board. All requests shall state the reason for the leave and the expected duration of the leave.

All requests for unpaid leaves of absence by support staff members shall be presented to the Board for approval and shall state the reason for the leave and the expected duration of the leave.

This policy governs leaves in addition to leave under Policy 4430.01 (FMLA); however, any leave under this policy that is also qualifying leave under Policy 4430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave.

Any support staff member granted a leave of absence shall be considered to have stopped performance of~~terminated~~ all work with the District until completion of the leave. Exceptions may be made by the District Administrator in cases where the best interests of the District might be served.

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Last Modified by Steve LaVallee on March 12, 2020

Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	EMPLOYEE LEAVES
Code	po4431
Status	
Adopted	May 16, 2016
Last Revised	July 17, 2017

4431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3430.01 (FMLA) and Policy 3430 (extended leave).

A. Bereavement Leave

[.] Staff members are eligible for bereavement leave as specified in the Employee Handbook. [END OF OPTION]

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as potential jurors shall be excused without penalty for any days or portion of days on which the staff member is required to report. Staff members shall inform their immediate supervisor when they are called for jury duty or a court appearance. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date.

Staff members receive full pay and are required to designate the school as the payee on the check received from the court or pay the amount shown on their jury duty record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the Business Manager a court record of the number of days served.

D. Volunteer Fire Fighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

F. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

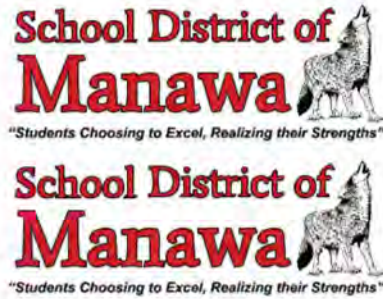
Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

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1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of OPEN ENROLLMENT PROGRAM (Inter-District)
Code	po5113
Status	
Adopted	June 20, 2016
Last Revised	November 18, 2019

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:

In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.

1. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
2. A parent fails to provide the notification required in s. 118.51(3)(a)6., Wis. Stats.
3. The Board determines that additional spaces have become available since its determination at the January Board meeting.

B. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Whether the Board has determined there is space in the schools, programs, classes, or grades within the District for non-resident students~~space available for non-resident transfer students.~~ The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program.~~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. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the district has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established. 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 as long as the student is continuously enrolled in the District.~~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 non-resident student with an identified disability for whom transportation is required by his/her IEP.

The Board will not permit a neighboring District to bus resident students from within its boundaries for attendance at the non-resident neighboring District.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one of the statutory criteria and has not applied to more than three non-resident school districts. (See AG 5113 – Admission of Students Participating Under Open Enrollment)

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level which were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

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

Revised 7/22/19

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



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of FULL-TIME STUDENT
Code	po5200.01 - TC - No Revision
Status	
Adopted	June 20, 2016

5200.01 - **FULL-TIME STUDENT**

The Board defines a full-time student as one (1) who:

- A. is an elementary, middle or high school student scheduled in classes for the entire school day; or
- B. has been evaluated by the District IEP team and prescribed an individual educational plan (IEP); or
- C. is participating in an alternative educational program or other program or curriculum modifications approved by the student's parent/guardian and school District officials; or
- D. is a resident student attending public school in another school district under the full-time public school open enrollment law.

Students who do not meet one (1) of the standards identified above will be classified as part-time students.

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Last Modified by Steve LaVallee on March 12, 2020



Book	Policy Manual
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Title	Copy of ATTENDANCE
Code	po5200
Status	
Adopted	June 20, 2016
Last Revised	November 19, 2018

5200 - **ATTENDANCE**

State law requires the Board to enforce the regular attendance of students. Furthermore, the Board recognizes that the District'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 tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless s/he falls under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Excuse Required

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a phone call or a written, signed, and dated letter stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each absence and instance of tardiness.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent and the Board.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent or Guardian

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student **may** be excused from school, as determined by the School Attendance Officer, or his/her designee, for quarantine of the student's home by a public health officer.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide out-of-school alternative educational opportunities for truant students rather than aggravate the effects of absence through suspension.

Tuancy Plan

The Board will issue a Tuancy Plan based upon the recommendations of the County Tuancy Committee convened under State law, and the Board's policies and guidelines. The Board will review and, if appropriate, revise the Tuancy Plan at least once every two (2) years.

The Tuancy Plan will include, at a minimum, the following:

- A. guidelines for notifying the parents or guardians of the unexcused absences of a student and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school and identifying the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of truancy issues within the school district and enhance public involvement in reducing truancy.
- D. a guideline addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent for part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call or 1st class mail and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, or by first class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting as well as the name, address, and telephone number of a person to contact to arrange a different date, time, or

place. The date for the meeting shall be within five (5) school days after the notice is sent with the consent of the student's parent or guardian the meeting date may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems if tests administered to the student within the previous year indicate that the student is performing at his/her grade level, the student need not be evaluated.
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed when they return to school. It is the student's responsibility to contact his/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.

District Administrator Guidelines

The District Administrator shall develop administrative guidelines concerning the attendance of students which:

- A. ensure a school session that is in conformity with the requirement of the law;
- B. ensure that students absent for an excusable reason have an opportunity to make-up work they missed;
- C. govern the keeping of attendance records in accordance with State law;
- D. facilitate implementation of the Truancy Plan;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;
- G. provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;
- H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;
- I. enable the School Attendance Officer to perform his/her duties under State law and this policy; and

J. address unexcused absences.

Revised 8/22/16

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

Last Modified by Steve LaVallee on March 12, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	
Adopted	June 20, 2016
Last Revised	April 23, 2018

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

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

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (e.g. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. **Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner. (-) Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). This provision of policy is to be viewed together with the Board policy on Drug Prevention, Policy 5350.**

No CBD products will be permitted for use at school.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Parents/guardians must provide prescribed medication and nonprescription drug products in the original manufacturer's package that lists the ingredients and dosage in a legible format. Any dosage other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Prescribed medication must bear a date and the student's name.

Parents, or students authorized in writing by their practitioner and parents, may administer prescribed medication or nonprescription drug products.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5330 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the parent and the practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has assisted in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the District Administrator or the school nursing staff, in consultation with the District Administrator, to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the District's website or the website of each school.

Revised 12/18/17

Legal

118.29, 118.291, 121.02 Wis. Stats.

PI 8.01(2)(g)

Wis. Admin. Code N 6.03

2009 Wisconsin Act 160

Last Modified by Steve LaVallee on March 12, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of STUDENT ANTI-HARASSMENT
Code	po5517
Status	
Adopted	June 20, 2016
Last Revised	July 22, 2019

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 Classes"), 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 Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

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

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

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams 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 Classes. 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. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

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 Classes 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.

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:

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

22. other similar activities or behavior:

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

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

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

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

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

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 during the investigatory process and/or before finalizing the report to the District Administrator.

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

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either 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.

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 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:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any 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
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

48.981, Wis. Stats.

118.13, Wis. Stats.

P.I. 9, Wis. Admin. Code

P.I. 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

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of CORPORAL PUNISHMENT
Code	po5630
Status	
Adopted	June 20, 2016
Last Revised	November 19, 2018

5630 - **CORPORAL PUNISHMENT**

While recognizing that students may require disciplinary action in various forms, the Board ~~cannot~~ does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

No official, employee, or agent of the Board may subject a student enrolled in the School District to corporal punishment, including resorting to physical force or violence to compel obedience. If all other means fail, officials, employees, or agents of the Board may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.

~~Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.~~

Officials, employees, or agents of the Board ~~Professional staff as well as support staff, within the scope of their employment,~~ may use:

- A. reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person;
- B. reasonable and necessary force to obtain possession of a weapon or other dangerous object within a student's control;
- C. reasonable and necessary force for the purpose of self-defense or the defense of others under 939.48, Wis. Stats.;
- D. reasonable and necessary force for the protection of property under 939.49, Wis. Stats.;
- E. reasonable and necessary force to remove a disruptive student from a school premises or motor vehicle, as defined in 125.09(2)(a)1. and 4., Wis. Stats., or from school-related activities;
- F. reasonable and necessary force to prevent a student from inflicting harm on himself/herself;
- G. reasonable and necessary force to protect the safety of others;
- H. incidental, minor, or reasonable physical contact designed to maintain order and control.

In accordance with State law, corporal punishment shall not be permitted. If any official, employee, or agent of the Board ~~staff member, full time, part time, or substitute~~ intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, s/he may be subject to discipline up to and including discharge by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

In determining whether or not a person was acting within the exceptions noted above, if appropriate, deference may be given to reasonable, good faith judgments made by District employees or agents.

The corporal punishment policy and statute shall be interpreted in a manner that is consistent with the State law and policy governing the use of seclusion and restraint.

~~The District Administrator shall provide administrative guidelines which shall include a list of alternatives to corporal punishment.~~

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Legal 118.305, Wis. Stats.
 118.31, Wis. Stats.

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Section For Board Review - Vol. 29, No. 1
Title Copy of BUDGET PREPARATION
Code po6220
Status
Adopted July 18, 2016
Last Revised July 22, 2019

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 in accordance with Policy 6235 - Fund Balance, ~~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.

Revised 7/18/16

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Legal 65.90, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325 - NEW
Status	

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds including any District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The District Administrator shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326) for the administration and management of Federal grants and federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing policy and administrative guidelines (Policy 6320 and AG 6320A).

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3230, and Policy 4230 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements
- C. noncompetitive contracts to consultants that are on retainer contracts
- D. organizational conflicts of interest
- E. specification of only a "brand name" product instead of allowing for an "*or equal*" product to be offered and describing the performance or other relevant requirements of the procurement
- F. any arbitrary action in the procurement process

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the

District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

A. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the District Administrator considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

B. Small purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000, except as otherwise required by state law. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of] qualified sources.

C. Sealed bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$10,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$150,000 unless otherwise required by State law.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

D. Competitive proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$150,000.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

E. Noncompetitive proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The District Administrator shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the District Administrator to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Office of the District Administrator within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the District Administrator shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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2 C.F.R. 200.317 - .326

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Title	Copy of PAYROLL DEDUCTIONS
Code	po6520
Status	
Adopted	July 18, 2016
Last Revised	July 22, 2019

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, 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

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.

Revised 11/19/18

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6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity. ~~“Crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet-based resources, funds are solicited or raised to support a specific campaign or project.~~

For purposes of this policy, "crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Board upon the recommendation of the District Administrator.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board policies () and District administrative guidelines [END OF OPTION] and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Cash or equivalent payment to District-personnel is prohibited. All fiscal transactions shall comply with appropriate Board policies.

All crowdfunding activities are subject to AG 6605 and other applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising.

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Book	Policy Manual
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Title	Copy of SYSTEM OF ACCOUNTING
Code	po6800
Status	
Adopted	July 18, 2016
Last Revised	December 18, 2017

6800 - **SYSTEM OF ACCOUNTING**

As specified by the Department of Public Instruction, the Board of Education follows the Wisconsin Uniform Financial Accounting Requirements (WUFAR) as a listing of account classifications by which it keeps an accounting of all District funds. The Board has by resolution designated institutions to serve as depositories of all District funds and may, by resolution, designate additional or different institutions. The District's financial records shall show sources of revenue, amounts received, amounts expended, and the disposition of public property. The Business Manager shall complete an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the Business Manager shall establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

GASB 84

The District's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the District will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and school-related activity funds held in a bank account maintained by the District. These funds shall be subject to the accounting and requirements specified in the Wisconsin Uniform Financial Accounting Requirements. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.

GASB 54

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

- A. **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).
- B. **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.
- C. **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.
- D. **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.
- E. **Unassigned fund balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes its auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

The Business Manager shall maintain a proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts that most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts that most accurately describe the purposes for which such monies are to be or have been spent.

The Business Manager shall receive all vouchers for payments and disbursements made to and by the Board, and preserve them for the statutorily required period.

The Business Manager shall implement procedures and practices that will determine: (1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); (2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; and (3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

The Business Manager shall report to the Board on a monthly basis (or more often if required) the revenues and expenditures in the fund reporting categories established above. The Business Manager's statement shall show revenues and receipts from whatever source derived, the various appropriations made by the Board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the District's assets and liabilities. At the end of the fiscal year such statement shall be a complete exhibit of the District's financial affairs and may be published and distributed with approval of the Board.

The Business Manager is responsible for filing in a timely manner, on behalf of the Board, an annual report with the Department of Public Instruction, on prescribed forms, that states the following:

- A. amount of collections and receipts, and accounts due from each source
- B. amount of expenditures for each purpose
- C. amount of the District's debt, the purpose for which each item of such debt was created, and the provision made for the payment thereof, and
- D. other information as required by the Department, along with the audit report as approved by the Board

The Board's annual financial statements shall also include information such as: (1) beginning and ending balances of capital assets; (2) beginning and ending balances of accumulated depreciation, and (3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g., straight line or other method).

Before implementing procedures or changing procedures, the Business Manager will review the proposed procedure with the auditor appointed by the Board to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

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Legal GASB #34
 GASB #54
 GASB #84
 115.28(13), 115.30(1), Wis. Stats.

Last Modified by Steve LaVallee on March 1, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
Status	
Adopted	November 21, 2016
Last Revised	July 22, 2019

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. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

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 subject to being monitored/recorded, which may include video footage, audio recording, or both. 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, which may include video footage, audio recording, or both. 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.

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 video surveillance/electronic monitoring equipment for the purpose of obtaining information 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 students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

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 in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a ~~formal complaint is being investigated,~~ recordings is separated and maintained for some reason by the District, any recording 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.

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~~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).

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 for educational or research purposes. Authorized video recording 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.

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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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Book Policy Manual
Section For Board Review - Vol. 29, No. 1
Title Copy of ACCOUNTING SYSTEM FOR FIXED ASSETS
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Adopted November 21, 2016

7455 - **ACCOUNTING SYSTEM FOR FIXED ASSETS**

The Board of Education shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles
- B. adequate insurance coverage
- C. control and accountability

The Business Manager shall be responsible for the development and maintenance of the fixed-asset accounting system. The District Administrator shall develop procedures to ensure compliance with all fixed-asset policies. Each principal shall also be assigned fixed-asset responsibilities.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$5,000.00. ~~\$300.00~~. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles
- G. plant (aerator)
- H. underground lines
- I. construction-in-progress

Leased fixed assets and assets that are jointly-owned shall be identified and recorded on the fixed-asset system.

Depreciation shall be recorded for fund fixed assets.

Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets.

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. date purchased
- F. replacement cost
- G. appropriation
- H. manner of asset disposal

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Book	Policy Manual
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Adopted	August 20, 2018

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

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

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

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

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

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

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

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

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

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

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

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

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

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

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

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

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

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to (.) sign a written agreement (.) acknowledging during the annual student registration process (.) acknowledging at each user login procedure [END OF OPTIONS] they will abide by the terms and conditions of this policy and its accompanying guidelines.

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

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

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

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

Legal

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

47 C.F.R. 54.500 – 54.523

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Book Policy Manual
Section For Board Review - Vol. 29, No. 1
Title Copy of NOTIFICATION OF EDUCATIONAL OPTIONS
Code po8146 - TC
Status
Adopted October 17, 2016
Last Revised November 19, 2018

8146 - NOTIFICATION OF EDUCATIONAL OPTIONS

The Board recognizes the need to provide alternative means by which students achieve the goals of the District.

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, Early College Credit Program, Start College Now Program, Part-Time Open Enrollment, and options for students enrolled in a home-based private education program, will be provided to parents. **(see Policy 2370 - Educational Options Provided by the District)**

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Revised 7/17/17
Revised 12/18/17

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Legal 115.385(4), Wis. Stats.
118.15, Wis. Stats.
118.55, Wis. Stats.
118.57 Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	
Adopted	November 21, 2016
Last Revised	November 19, 2018

8310 - PUBLIC RECORDS

The Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC 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 DRC may deny access to records only in accordance with the law. The DRC 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.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her recollection and as a matter of convenience (not part of his/her job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The District may charge the requester of a copy of a record of \$0.25 per page, that represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.) The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference

between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained, except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

Records Retention Schedule

The District has adopted the Wisconsin Department of Public Instruction's guidelines on School District record retention.

It may be accessed at the following web address:

<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>

~~<http://publicrecordsboard.wi.gov/docview.asp?docid=15892&locid=165>~~

Revised 12/18/17

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Legal	19.21, Wis. Stats.
	19.31-39, Wis. Stats.
	120.13(12), Wis. Stats.

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Book	Policy Manual
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Status	
Adopted	November 21, 2016

8315 - INFORMATION MANAGEMENT

The Board recognizes its responsibility, in certain circumstances, to maintain information created, maintained or otherwise stored by the District outside the "Records Retention Schedule" in [Policy 8310- Public Records](#)~~AG-8310A~~. In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in [Policy 8310](#)~~AG-8310A~~. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," that is under the control of the District, must be preserved in a readily accessible form ~~and cannot be disposed of~~ under the ~~"Records Retention and Disposal"~~ requirements of [Policy 8310](#) ~~AG-8310E~~. Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" in [Policy 8310](#)~~AG-8310A~~ include:

- A. when the Board has specific information and/or written notice from an individual, parent or student of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent, even though the litigation has not yet been filed in Federal or State court;
- C. when 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. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, 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 [Wisconsin Equal Rights Division](#)~~Civil Service Commission~~ regarding a claim against the Board, its members, employees or agents;
- E. when the Board receives specific information and/or written notification from 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 [Wisconsin Equal Rights Division](#)~~Civil Service Commission~~ regarding a claim against the Board, its members, employees or agents;
- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation against that third party;
- G. when the District Administrator recommends the termination of an employee to the Board pursuant to a labor contract;
- H. when the Board explores, contemplates or initiates litigation.

Definitions

"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 disc/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; and 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 an 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.

Initiation and Removal of a "Litigation Hold"

The Board or the District Administrator may initiate a "Litigation Hold" under this policy. If the District Administrator initiates a "Litigation Hold," s/he or the Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or District Administrator may utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in implementation of the "Litigation Hold Procedure" outlined in [Policy 8310](#)~~AG-8315~~.

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. Any information maintained under this policy shall fall back under the "Records Retention Schedule" in AG 8310A once the "Litigation Hold" is removed.

The District Administrator shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a "Litigation Hold." This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG 8315.

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Legal Federal Rules of Civil Procedure 34, 37(f)

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Last Revised	December 18, 2017

8320 - PERSONNEL RECORDS

Maintaining accurate personnel records is critical to effective human resource management and to the Board satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the Board has developed the following policy relating to personnel records.

District Records Custodian (DRC) ~~Officer Designation and~~ Responsibilities

~~The Board designates the Business Manager as the District Records Officer (DRO).~~ The DRC or designee 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 DRC to ensure that they are properly filed and maintained. Supervisors and other administrators shall not maintain files containing an employee's personnel records, payroll records, I-9 records, or medical records. The DRC will also ensure that the following personnel records, if applicable, are maintained 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

Any individual who reviews personnel records will sign and date a log, which shall be kept in a secure location.

Content of Personnel Record Files

The content of the files maintained by the District shall be determined by the DRO consistent with the requirements of State and Federal law and sound principles of human resource management.

Third-Party Access to Personnel Records – Confidentiality

It is the Board'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 Board's interest. Information in an employee's personnel file, medical file, payroll 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 Board or as required by law (e.g. subpoena or public record request). Further, neither the Board nor any individual employed by the Board shall access an employee's personnel records except for legitimate business purposes.

Address Confidentiality Program

Employees 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 only list the address

designated by the Wisconsin Department of Justice to serve as the employee's address in any personnel records, personnel files, or staff directories. Further, the Board shall use the employee's substitute assigned address for any and all communications and correspondence between the Board and the employee. The employee'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 an employee's actual/confidential residential address is prohibited.

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 medical records and personnel documents that are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action. The employee, however, has no right to inspect the following:

1. records relating to the investigation of possible criminal offenses committed by that employee
2. letter 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 that 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, to inspect the employee's records as provided in this policy and consistent with State law.

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 DR  or a designee.

The employee shall not make any alterations or additions to the record nor remove any material from the record. A copy of the employee's request to review personnel records shall be filed in the employee's personnel file.

C. Designated Representative

An employee may designate a representative to inspect the employee's personnel records. The designation shall be in writing. The District shall allow such a designated representative to inspect that employee's personnel records in the same manner as the employee is permitted to inspect them under this guideline.

D. Copy Charges

The District will not charge employees who wish to copy or receive a copy of records.

Personnel Record Correction

If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the District and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The District shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

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Legal 103.13, Wis. Stats.
 165.68, Wis. Stats.
 The Americans with Disabilities Act of 1990

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION
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8320.01 - UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION

The District Records Custodian Officer (DRC~~Θ~~) 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. The files will be maintained in both electronic and paper format.

If the DRC~~Θ~~ becomes aware of the unauthorized acquisition of "Personal Information" the DRC~~Θ~~ shall make reasonable efforts to notify each affected staff member that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid (DNA) profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

No such notification is required if either (a) the acquisition of data does not create a material risk of identity theft or fraud to the individual; or (b) the personal information was acquired in good faith by a District employee or agent, and was used only for lawful purposes.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the unauthorized acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the staff member. The notice shall be by mail or by a method the District has previously employed to communicate with the staff member.

Required Notice for Unauthorized Acquisition of Information

If, as the result of a single incident, the District is required to notify 1,000 or more individuals, the DRC~~Θ~~ shall without unreasonable delay, notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the staff members.

Upon written request from a staff member who has received a notice, the District shall identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

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Legal 134.98 Wis. Stats.

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Book	Policy Manual
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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" or "adult student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

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

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

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

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record;
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
 4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid

programs, or improving instruction;

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

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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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Title	Copy of ANIMALS ON DISTRICT PROPERTY
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8390 - ANIMALS ON DISTRICT PROPERTY

The Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property, including service animals.

Definitions

- A. **"Animal"**: Includes any living creature that is not a human being.
- B. **"Service animal"**: any guide dog, signal dog, or other animal that is individually trained or being 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. The work or tasks performed by a service animal must be directly related to the individual'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 or fallen objects, 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.

The Americans with Disabilities Act (ADA) has also specifically 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.

- C. **"Emotional Support Animal"**: Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104

Vaccination, Licensing and/or Veterinary Requirements

Animals housed on District property or brought on 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 regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

A. the staff member seeking approval to have a non-service animal in his/her classroom shall:

1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
2. take precautions deemed necessary to protect the health and safety of students and other staff;
3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
4. keep the surrounding areas in a clean and sanitary condition at all times; and

B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability 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 student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 8120.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the District Administrator prior to, or as soon thereafter as is practicable, removing or excluding a service animal and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not intended to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus owned or leased by the District, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall:

- A. meet with the Transportation Supervisor to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.
- B. at the discretion of the Transportation Supervisor an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.
- C. The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.
- D. While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A determination shall also be made regarding whether the service animal should be secured on the bus with a tether or harness.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. The student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others;
or
- B. The service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Principal.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - -Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go.

Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

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Legal 28 C.F.R. 35.104, 28 C.F.R. 35.136
 Wis. Stat. 106.52, Section 504 of the Rehabilitation Act of 1973 (Section 504)
 The Americans with Disabilities Act (ADA)
 The Individuals with Disabilities Education Act (IDEA)

Last Modified by Steve LaVallee on March 12, 2020



Book Policy Manual
Section For Board Review - Vol. 29, No. 1
Title Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Code po8800
Status
Adopted November 21, 2016
Last Revised December 18, 2017

8800 - RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion.

The Board may not prohibit any student from the free, individual, and voluntary exercise or expression of the student’s religious beliefs.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated ~~Special-Interest~~ Groups and AG 9700A – Distribution of Materials to Students.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student or staff may be compelled to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

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Legal 118.06(2), Wis. Stats.
20 U.S.C. 4071 et seq.

Last Modified by Steve LaVallee on March 1, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	
Adopted	April 23, 2018
Last Revised	July 22, 2019

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 ~~District~~ the staff from ~~inappropriate~~ harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions, ~~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. Only those items that are appropriate for consideration under this policy will be considered. The Board reserves the right to dismiss any item raised if it is not appropriate for consideration under 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. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, may, at its discretion, shall provide the individual(s) with a written response.

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

If the individual(s) contacts an individual Board member to discuss the matter, the Board member 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
 3. the objectivity of the material
 4. the use being made of the material
- E. The material in question may not be temporarily withdrawn from use pending final resolution of the matter.
- F. The committee's recommendation shall be reported to the District Administrator in writing within ten (10) business days following the ~~formation of the committee~~ the first meeting of the committee. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and his/her decision.
- G. The individual(s) may submit an appeal the District Administrator's decision in writing to the Board President within ten (10) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for review.
- H. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be based on written submissions, or only on the record produced by the Committee and/or District Administrator.

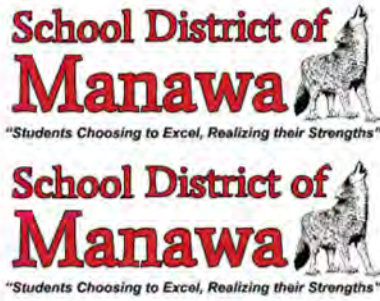
No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will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

Revised 11/19/18

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

Last Modified by Steve LaVallee on March 9, 2020



Book	Policy Manual
Section	0000 Bylaws
Title	BYLAWS AND POLICIES
Code	po0131.1
Status	Active
Adopted	April 25, 2016
Last Revised	December 18, 2017

0131.1 - **BYLAWS AND POLICIES**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute.

Bylaws and policies not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board.

Adoption of new or revised policies, as well as the deletion of policies, is solely the responsibility of the Board. Recommendations for new or revised policies shall be brought to the Board for consideration at two (2) scheduled Board meetings. At the first meeting, the Board shall discuss the proposed policy and offer any suggested changes. At a subsequent meeting the Board may vote on the adoption of the policy, including any amendments approved by the Board.

On matters of unusual urgency, and following a Board vote to waive the two (2) meeting process, a new proposed policy may be introduced and acted upon at the same meeting. Policy revisions that include only stylistic or minor content changes may be adopted at the same meeting initially presented.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be included in the Board policy manual.

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes at the next regular Board meeting.

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Last Modified by Kayla Reichley on September 6, 2019



Book	Policy Manual
Section	Continued Operations Amid COVID-19 Implications
Title	NEW POLICY - SPECIAL UPDATE - CORONAVIRUS DISEASE (COVID-19) - MARCH 2020 - EPIDEMICS AND PANDEMICS
Code	po8420.01
Status	Proposed to Policy & Human Resources Committee

NEW POLICY - SPECIAL UPDATE - EPIDEMICS AND PANDEMICS - MARCH 2020

8420.01 - EPIDEMICS AND PANDEMICS

Epidemics and pandemics, although related, are different. The Centers for Disease Control and Prevention (CDC) defines an epidemic as "an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area," and a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people." To address epidemics and pandemics, the District Administrator shall establish an Epidemic/Pandemic Response Team ("EPRT") to develop an Epidemic/Pandemic Plan in coordination with local government and law enforcement officials. The EPRT may work as part of or in coordination with the Environmental Safety Committee and the plan developed in accordance with Policy 8405 - Environmental Health and Safety Program. () District administration is granted authority to take appropriate action as required in any instance where the District's plan is inadequate or does not cover the particular situation being addressed, and the urgency of the situation dictates the necessity for immediate decisive action.

The Epidemic/Pandemic Plan should include:

- A. a communication method for school schedule changes, busing changes, and school closures;
- B. a designee responsible for communicating with the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services and other governmental entities;
- C. an educational pandemic prevention program for staff and students;
- D. provision for the business office to maintain continuity of operations during an epidemic or pandemic;
- E. provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;
- F. procedures for preventing the spread of infectious diseases during an epidemic or pandemic, including routine cleaning of school sites;
- G. procedures for staff and student absences and extended leaves of absence due to an epidemic or pandemic;
- H. procedures for isolation and possible transportation of students and staff who become ill at school due to an epidemic or pandemic;
- I. a plan of communication regarding epidemic and pandemic status to students, parents, and staff, including any restrictions imposed on staff or students upon travel to affected areas, which may include quarantine periods if recommended by authoritative health agencies;
- J. a plan for operating the District with less staff due to an epidemic or pandemic;
- K. a designee responsible for establishing timelines within the Epidemic/Pandemic Plan and ensuring that such timelines are met and implementation of the plan occurs;
- L. other emergency procedures necessary for the District to deal with an epidemic or pandemic;

M. a plan for determining whether to cancel any planned staff or student travel, including field trips, competitions or performances, study abroad programs, or other travel that may involve travel to affected areas.

The Epidemic/Pandemic Plan should be reviewed annually by the EPRT and updated as appropriate.

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Last Modified by Melanie Oppor on April 7, 2020

SCHOOL DISTRICT OF MANAWA

SCHOOL BOARD RESOLUTION FOR THE WAIVER OF CERTAIN SCHOOL BOARD OR SCHOOL DISTRICT REQUIREMENTS PURSUANT TO WIS. STAT. §§ 118.38(1) AND (1m)

WHEREAS, Wis. Stat. § 118.38(1) and Wis. Admin. Code PI 8.01(4) authorize school boards to request the Department of Public Instruction (the “DPI”) to waive any school board or school district requirement in Wis. Stat. chs. 115 to 121 or in the administrative rules promulgated by the DPI under the authority of those chapters; and

WHEREAS, Wis. Stat. § 118.38(1)(b) requires that, before requesting a waiver, a school board shall hold a public hearing in the school district on the request for a waiver of any requirement in Wis. Stat. chs. 115 to 121; and

WHEREAS, Wis. Stat. § 118.38(1m) requires that “the school board shall specify in its request for a waiver its reason for requesting the waiver,” which includes the March 24, 2020, Emergency Order #12 and the April 16, 2020, Emergency Order #28 from Governor Evers requiring all individuals present within the State of Wisconsin to stay at home or at their place of residence, with limited exceptions, beginning March 25, 2020 and continuing through 8:00 am on May 26, 2020. With the exception for activities facilitating distance learning or virtual learning, the Order continued the closure of all public and private K-12 schools for pupil instruction and extracurricular activities as set forth in previous Emergency Orders through the end of the 2019-2020 school year.

NOW, THEREFORE BE IT RESOLVED, that:

1. On April 27, 2020, the Board of Education held a public hearing, in satisfaction of Wis. Stat. § 118.38(1)(b), concerning a request for a waiver of the requirement identified herein; and
2. In compliance with Wis. Stat. §§ 118.38(1) and (1m), and for the reasons set forth herein, the Board of Education hereby directs the District Administrator or her designee to apply, on behalf of the Board, to the Office of the Superintendent for Public Instruction (“OSPI”) for the waiver of the following:

A Waiver of the requirements of Wis. Stat. § 121.02(1)(f) and the administrative rules promulgated by the DPI regarding required instructional hours for students for the 2019-2020 school year only due to the COVID-19 public health emergency.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board of Education’s approval of this action and of the authority granted herein at a duly-noticed meeting of the Board held on April 27, 2020.

Dated this 27th day of April, 2020.

SCHOOL DISTRICT OF MANAWA
BOARD OF EDUCATION

Board President

Board Clerk



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: 4/3/20
Re: HS Universal Screening Proposal

The ACT goal team proposes to replace STAR Reading and Math with ACT Aspire Periodic Assessments and to add another district-sponsored opportunity for juniors to take the ACT +Writing. This will allow high school teachers to monitor students' academic progress toward state testing benchmarks. STAR testing was giving teachers very little usable information at the high school level. The ACT goal team looked at ACT Aspire predictor scores from past assessments and determined that the predictors are reliable. This change will streamline state-mandated and universal screening assessments.

ACT Aspire Periodic Assessments Information

- Results within 24 hours
- Interim Assessments: 4 multiple-choice tests (English, math, science, and reading), 45 min per subject, up to 3 times a year
- Classroom Assessments: 5 item multiple-choice tests for English, math science, reading, 10 quizzes per grade for each content area, 10-15 min per quiz
- Tests are available from the first business day of Sept after Labor Day through June 30th
- \$9 per student - total cost would be around \$1200
- Multiple report options available

ACT goal team proposes the district offer an optional ACT in the fall of junior year.

ACT Information

- District administered test would be during a short window in the fall.
- District administered test would be \$59 a student - total cost would be around \$3600



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 4/24/2020
Re: Health Insurance Bids 2020-21

I recommend that the Board of Education endorse Anthem as the district health insurance carrier for the 2020-21 school year.

The consortium that SDM belongs to went out to bid after the current health insurance carrier, WCA, offered to renew our policies at a 19% increase. Other companies that submitted bids were: Anthem, WEA Trust, and Quartz. After some negotiation by our representatives at M3, WCA came down to a 13% increase. Anthem bid a 9% increase with a 9.9% increase cap on 2021-22. WEA Trust and Quartz were at 18.8% and 36.7% increase respectively.

The choice came down to staying with WCA at a 13% increase or moving to Anthem at a 9% increase. Anthem has a larger provider network than the current provider with the ability for users to go out-of-network. The out-of-pocket maximum is less than WCA and Anthem would manage the HRA at no charge. The differences between the two policies were discussed in more detail at the April 15, 2020 Finance Committee meeting. Anthem is approximately \$40,000 cheaper than WCA and the policies are, for the most part, equitable.



Manawa School District Health Insurance Benefit Comparison

Effective Date: 7/1/2020

Health Carrier		WCA Group Health Trust	
		Current/Renewal	
Insurance Type		EPO/HMO HRA	
Provider Network:		UHC Choice	
Deductible	In Network	Single \$2,000	Family \$4,000
	Out of Network	Does Not Apply	
Co-Insurance	In Network	100% after Deductible	
	Out of Network	Does Not Apply	
Maximum Out-of-Pocket	In Network	Single \$4,000	Family \$8,000
	Out of Network	Does Not Apply	
Office Visits	In Network	PCP \$25 Copay, then Deductible	Specialist \$50 Copay, then Deductible
	Out of Network	No Coverage	
Diagnostic/Xray/Lab	In Network	Deductible Applies	
	Out of Network	No Coverage	
Routine/Preventive Care	In Network	Select Services Covered in Full	
	Out of Network	No Coverage	
Urgent Care	In Network	\$100 Copay, then Deductible	
	Out of Network	No Coverage	
Emergency Room		\$250 Copay, then Deductible	
Hospital Services	In Network	Deductible Applies	
	Out of Network	No Coverage	
Prescription Drugs	In Network	\$0 / \$10 / \$30 / \$60	
	Out of Network	No Coverage	
Rx Maximum Out-of-Pocket		Single \$2,000	Family \$4,000
Enhanced Services	Vision Benefit	Included	
	Extraction/Replacement of Teeth	No	
	Waiver of Premium	No	
Rates		Current	Renewal
Employee	14	\$774.35	\$890.50
Employee +1	9	\$1,549.77	\$1,782.24
Family	33	\$2,091.27	\$2,404.96
Annual Δ% from Current			15.00%
Monthly Totals		\$93,800.74	\$107,870.85
Annual Totals		\$1,125,608.88	\$1,294,450.21
Annual Δ\$ from Current			\$168,841

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.



Manawa School District Health Insurance Benefit Comparison

Effective Date: 7/1/2020

Health Carrier		Anthem	
Insurance Type		\$2,000 Essential	
Provider Network:		Blue Preferred	
Deductible	In Network	Single \$2,000	Family \$4,000
	Out of Network	\$4,000	\$8,000
Co-Insurance	In Network	100% after Deductible	
	Out of Network	70/30 to Out of Pocket Max	
Maximum Out-of-Pocket	In Network	Single \$4,000	Family \$8,000
	Out of Network	\$8,000	\$16,000
Office Visits	In Network	PCP	Specialist
	Out of Network	Deductible Applies	
Diagnostic/Xray/Lab	In Network	Deductible & Coinsurance	
	Out of Network	Deductible Applies	
Routine/Preventive Care	In Network	Deductible & Coinsurance	
	Out of Network	Select Services Covered in Full	
Urgent Care	In Network	Deductible & Coinsurance	
	Out of Network	Deductible Applies	
Emergency Room		In-Network Deductible and/or Coinsurance	
Hospital Services	In Network	Deductible Applies	
	Out of Network	Deductible & Coinsurance	
Prescription Drugs	In Network	\$10 / \$30 / \$60 / 25%	
	Out of Network	50% / 50% / 50% / 50%	
Rx Maximum Out-of-Pocket		Included in Medical Max OOP	
Enhanced Services		Exam Included	
Vision Benefit		Limited Benefit	
Extraction/Replacement of Teeth		No	
Waiver of Premium			
Rates			
Employee/Spouse	14	\$844.04	
Employee/Child(ren)	9	\$1,689.25	
Family	33	\$2,279.48	
Annual Δ% from Current		9.00%	
Monthly Totals		\$102,242.65	
Annual Totals		\$1,226,911.80	
Annual Δ\$ from Current		\$101,303	

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.



Manawa School District Health Insurance Benefit Comparison

Effective Date: 7/1/2020

Health Carrier		WEA Trust	
Insurance Type		\$2,000 Essential PPO	
Provider Network:		Preferred Trust	
Deductible		Single	Family
	In Network	\$2,000	\$4,000
	Out of Network	\$4,000	\$8,000
Co-Insurance		100% after Deductible	
	In Network	100% after Deductible	
	Out of Network	80/20 to Out of Pocket Max	
Maximum Out-of-Pocket		Single	Family
	In Network	\$2,000	\$4,000
	Out of Network	\$6,000	\$12,000
Office Visits		PCP	Specialist
	In Network	\$25 Copay, then Deductible	\$50 Copay, then Deductible
	Out of Network	\$50 Copay, then Deductible & Coinsurance	\$100 Copay, then Deductible & Coinsurance
Diagnostic/Xray/Lab		Deductible Applies	
	In Network	Deductible Applies	
	Out of Network	Deductible & Coinsurance	
Routine/Preventive Care		Select Services Covered in Full	
	In Network	Select Services Covered in Full	
	Out of Network	Deductible & Coinsurance	
Urgent Care		\$100 Copay, then Deductible	
	In Network	\$100 Copay, then Deductible	
	Out of Network	\$100 Copay, then In-Network Deductible & Coinsurance	
Emergency Room		\$250 Copay, then In-Network Deductible and/or Coinsurance	
Hospital Services		Deductible Applies	
	In Network	Deductible Applies	
	Out of Network	Deductible & Coinsurance	
Prescription Drugs		\$0 / \$10 / \$30 / \$60	
	In Network	\$0 / \$10 / \$30 / \$60	
	Out of Network	No Coverage	
Rx Maximum Out-of-Pocket		Single	Family
	In Network	\$2,000	\$4,000
Enhanced Services	Vision Benefit	Enhanced Vision	
	Extraction/Replacement of Teeth	Extr/Repl Teeth (\$1,500)	
	Waiver of Premium	No	
Rates			
Employee/Spouse	14	\$919.93	
Employee/Child(ren)	9	\$1,841.13	
Family	33	\$2,484.43	
Annual Δ% from Current		18.80%	
Monthly Totals		\$111,435.38	
Annual Totals		\$1,337,224.56	
Annual Δ\$ from Current		\$211,616	

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.



Manawa School District Health Insurance Benefit Comparison

Effective Date: 7/1/2020

Health Carrier		Quartz	
Insurance Type		PPO 1-1 \$2,000 Embedded	
Provider Network:		Quartz	
Deductible	In Network	Single \$2,000	Family \$4,000
	Out of Network	\$4,000	\$8,000
Co-Insurance	In Network	100% after Deductible	
	Out of Network	80/20 to Out of Pocket Max	
Maximum Out-of-Pocket	In Network	Single \$2,000	Family \$4,000
	Out of Network	\$8,000	\$16,000
Office Visits	In Network	PCP \$25 Copay	Specialist
	Out of Network	Deductible & Coinsurance	
Diagnostic/Xray/Lab	In Network	Covered in Full	
	Out of Network	Deductible & Coinsurance	
Routine/Preventive Care	In Network	Select Services Covered in Full	
	Out of Network	Deductible & Coinsurance	
Urgent Care	In Network	\$100 Copay	
	Out of Network	Deductible & Coinsurance	
Emergency Room		\$250 Copay	
Hospital Services	In Network	Deductible Applies	
	Out of Network	Deductible & Coinsurance	
Prescription Drugs	In Network	\$10 / \$25 / \$50	
	Out of Network	No Coverage	
Rx Maximum Out-of-Pocket		Single \$2,000	Family \$4,000
Enhanced Services	Vision Benefit	Exam Included	
	Extraction/Replacement of Teeth	No Coverage	
	Waiver of Premium	Yes	
Rates			
Employee/Spouse	14	\$1,188.01	
Employee/Child(ren)	9	\$2,655.76	
Family	33	\$2,655.76	
Annual Δ% from Current		36.65%	
Monthly Totals		\$128,174.06	
Annual Totals		\$1,538,088.72	
Annual Δ\$ from Current		\$412,480	

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Manawa School District Health Insurance Benefit Comparison

Effective Date: 7/1/2020

Health Carrier		Quartz	
Insurance Type		POS 1-2 \$2,000 Embedded	
Provider Network:		Quartz	
Deductible	In Network	Single \$2,000	Family \$4,000
	Out of Network	\$4,000	\$8,000
Co-Insurance	In Network	100% after Deductible	
	Out of Network	80/20 to Out of Pocket Max	
Maximum Out-of-Pocket	In Network	Single \$2,000	Family \$4,000
	Out of Network	\$8,000	\$16,000
Office Visits	In Network	PCP \$25 Copay	Specialist \$50 Copay
	Out of Network	Deductible & Coinsurance	
Diagnostic/Xray/Lab	In Network	Covered in Full	
	Out of Network	Deductible & Coinsurance	
Routine/Preventive Care	In Network	Select Services Covered in Full	
	Out of Network	Deductible & Coinsurance	
Urgent Care	In Network	\$100 Copay	
	Out of Network	Deductible & Coinsurance	
Emergency Room		\$250 Copay	
Hospital Services	In Network	Deductible Applies	
	Out of Network	Deductible & Coinsurance	
Prescription Drugs	In Network	\$10 / \$35 / \$60 / \$200 \$5 RX Outcomes	
	Out of Network	No Coverage	
Rx Maximum Out-of-Pocket		Single \$2,350	Family \$4,700
Enhanced Services	Vision Benefit	Exam Included	
	Extraction/Replacement of Teeth	No Coverage	
	Waiver of Premium	Yes	
Rates			
Employee/Spouse	14	\$920.46	
Employee/Child(ren)	9	\$2,057.66	
Family	33	\$2,057.66	
Annual Δ% from Current		5.87%	
Monthly Totals		\$99,308.16	
Annual Totals		\$1,191,697.92	
Annual Δ\$ from Current		\$66,089	

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Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 4/14/2020
Re: Spring 2020 Co-curricular Contracts

Recommendation

I recommend paying all signed spring co-curricular contracts at 50% and to pay all year-long co-curricular contract at 100% on June 1, 2020.

Rationale

Spring season coaches signed contracts and committed their time to allow them to coach. Through no fault of their own, they were not allowed to fulfill their contract obligations. Many of our coaches put in time to prepare for the season. These include:

Softball, head and assistant coach

Baseball, head and assistant coach

Track, head, 2 assistants, and a Jr. High coach

Golf, head coach

Year-long contracts were approximately 75% complete when the District closed. Some of these activities/clubs had been complete or nearly complete. These include:

Art Club/Team

NHS Director

Marching/Pep Band

Play Director/Drama

All Class Advisors

Student Council

Prom Advisors

High School and Jr. High Yearbook

FBLA/DECCA

Quiz Bowl



Book	Administrative Guideline Manual
Section	4000 Support Staff
Title	CRIMINAL BACKGROUND CHECK PROCEDURE
Code	ag4141
Status	First Reading
Adopted	September 16, 2019

3141- **CRIMINAL BACKGROUND CHECK PROCEDURE**

The School District of Manawa's priority is the safety and security of all staff, students and community members. A secure and safe environment in the District promotes the physical, social, and psychological well-being of its students. To that end, the District will seek a criminal history background check and conduct other pre-employment and employment screenings as necessary for all staff including coaches, student/clinical teachers, substitute teachers, volunteers, field trip chaperones, STEP volunteers, and any others, as determined by the District Administrator, who come in contact with students. Individuals, as listed above, shall undergo a background check prior to contact with students.

Procedure

A. Pre-Employment

1. Pre-employment criminal history background checks shall be conducted for all persons recommended for employment in the District, regardless of the category or type of position.
2. When required by state and/or federal law, applicants for employment must provide fingerprints to assist in a criminal history background check.
3. A driving record check shall be conducted for all positions which require driving District vehicles or students. A person must be free of any disqualifying driving violations in order to be authorized to transport students. Driving record checks shall be conducted for employees as required by state and/or federal law.

B. Employment

1. Criminal history background checks shall be conducted for all positions as required by state and/or federal law at the frequency as required by state and/or federal law.
2. Driving record checks shall be conducted for all positions which require driving District vehicles or students as required by state and/or federal law at the frequency as required by state and/or federal law.
3. When required by state and/or federal law, employees must provide fingerprints to assist in a criminal history background check.

C. Contracted Services

1. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.
2. The District may also conduct criminal background checks on individuals who are contracted to provide services to the District and who may have District- approved access to students or staff in supervised or unsupervised settings.
3. When required by state and/or federal law, individuals who are contracted to provide services to the District who may have District-approved access to students or staff in supervised or unsupervised settings must provide fingerprints to

assist in a criminal history background check.

4. The District may use the results of a criminal background check conducted by the contracted entity of its employees or agents if:
 - a. The results of the criminal background check are on file with the contracted entity hiring or otherwise accessible;
 - b. The contractor verifies in writing that the individual has satisfied the District's criminal history background check requirements; and
 - c. There is no reason to believe that the contractor has committed an act subsequent to the check that would disqualify the contractor for providing services to the District.

D. IMPLEMENTATION

1. All offers of employment or contracts to provide services are contingent upon the results of the criminal background check that is deemed satisfactory to the District.
2. No individual may begin employment with or provide services to the District until the criminal background check is completed where required and verified by the District Administrator and Administrative Assistant as identified on the District "Background Check Report".
3. If the District learns through a criminal background check or any other means that an applicant, employee or person contracted to provide services to the District has a past conviction or has or had a pending charge which the individual failed to disclose as required on the District's employment application, contractor's background check application, or under any other applicable District policy or directive, the District may take adverse action against the applicant, employee or contracted individual, including but not limited to refusing to employ or contract with the person, revoking an offer of employment or contract for services, or terminating the individual's employment or contract.
4. Adherence to this policy by the District shall in no way limit the District's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning applicants or potential contractors.
5. The District Administrator shall establish the procedures necessary to obtain the required criminal background checks, fingerprint checks, and driving record checks and carry out the other provisions of this policy.

Parameters

The background check can be approved, denied, or approved with restrictions.

The parameters used for determining restrictions are as follows:

- A. No handling of money or school equipment is applied when the applicant owes \$100 or more.
- B. Group setting only; no one-on-one with students if the applicant has any misdemeanor or felony convictions within the last ten years involving acts of aggression.
- C. No driving of school vehicle or transporting other than own children if the applicant has more than one minor violation (speeding, seatbelt, no insurance, etc.) in the most recent five-year period.

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

Last Modified by Melanie Oppor on April 24, 2020

SCHOOL DISTRICT OF MANAWA 2021-2022 OPTION 2 Revised

- X No School
- O P/T Conferences
- Early Release / Staff Development
- ▲ End of Quarter / Semester
- Inservice

- 8 Insrvc/Work Days
- 2 PT Conf (15 Hours)
- 2 Holidays
- 176 Student Days
- 188 Contracted Days
- 1 hour Early Release Day

JULY						
S	M	T	W	T	F	S
				1	X	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

7/1-23 All District Staff Floating Work Day
Specialized Training
4 - Independence Day (Observed)

21 - End of 2nd Qtr (47 days)
21 - End of 1st Semester
24 - Records / Inservice - No School

20 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	▲	22
23	X	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				

26 - New Curriculum Day
27 - New Teacher Orientation
7/1 - 8/25 All District Staff Floating Work Day-Specialized Training
7/1-8/25 Teacher Floating Day
30 - All Teacher In-Service
31 - All District Staff In-service a.m. Work in Bldgs
31 - p.m. - Back to School Night 3:30 to 6:30 p.m.

3 - P/T Conf 3:30 - 7:30 p.m. - Both Schools
10 - P/T Conf 3:30 - 7:00 p.m. - Both Schools
21 - No School - Inservice (Presidents' Day)

19 Student Days / 1 Inservice / 1 PT Conf

FEBRUARY						
S	M	T	W	T	F	S
		1	2	O	4	5
6	7	8	9	O	11	12
13	14	15	16	17	18	19
20	X	22	23	24	25	26
27	28					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	
5	X	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 - Inservice Day
2 - 1st Day of School
6 - Labor Day - No School

7-11 Spring Break - No School

20 Student Days / 1 Inservice / 1 Holiday

18 Student Days

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	X	X	X	X	X	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	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
24	25	26	27	28	29	30
31						

28 - Early Release - P/T Conf 12:30 to 2:00 p.m. Both Schools
29 - No School / A.M. Staff Development

5 - End of 3rd Quarter (45 days)
15-18 - Holiday Break - No School

19 Student Days

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	▲	6	7	8	9
10	11	12	13	14	X	16
17	X	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER						
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	X	X	27
28	29	30				

4 - End of 1st Quarter (44 Days)
24 - Early Release - Thanksgiving
25-26 No School - Thanksgiving

18 - Recognition Celebration
28 - Commencement Ceremony
30 - No School - Memorial Day

20 Student Days

21 Student Days

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	X	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	X	X	25
26	X	X	X	X	X	

23-31 No School - Holiday Break

16 Student Days

3 - Last Day of School / Early Release

3 - PM Records - (40 days)

6, 7 - Make-up Days or Add Minutes

3 Student Days / .5 Recprds & Check Out

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		

First 6 inclement weather days will not be made up. Day 7 - Make up on April 18th