

School District of Manawa

Board of Education Agenda

June 18, 2018



1. Call to Order – President Johnson – **6:30 p.m.** – MES Boardroom, 800 Beech Street
 - a. **Book Study - 6:31 p.m. - Chapter - Part 3 - Transforming Trust, Chapter 12-16**
2. Reconvene in Open Session - **7:00 p.m.**
3. Pledge of Allegiance
4. Roll Call
5. Verify Publication of Meeting
6. Presentations:
 - a. School Funding 101 - Carmen O'Brien, Business Manager
7. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
8. Consent Agenda
 - a. Approve Minutes of May 21 and 29, 2018 Board Meetings
 - b. Treasurer's Report/Approve Expenditures & Receipts (on website)
 - c. Donations:
 - i. Tri-Valley Garden Club \$25 for Paving the Way
 - ii. Families in Education \$347.17 to National Honor Society
 - iii. Disabled American Veterans Chapter 53 \$400 for Band for Memorial Day Parade
 - iv. Alliant Energy \$2,000 for Paving the Way PAES Lab
 - v. Manawa Area Chamber of Commerce \$385.15 for Special Needs Funds
 - vi. Manawa Athletic Booster Club - Logo Detailing on Utility Trailer
 - d. Accept Resignation from Lindsay VandenLangenberg, Special Education Paraprofessional
 - e. Accept Resignation from Todd Zielke, Head Softball Coach
 - f. Accept Resignation from Sheri L. Barber, 1st Grade Teacher
 - g. Accept Resignation from Henry Byrd, PT Custodian
 - h. Accept Retirement from Kris Wegener, ES Administrative Assistant
 - i. Consider Approval of Football Coaches for SY201819
 - j. Consider Approval of Girls Basketball Coaches for SY1819
 - k. Consider Approval of Boys Basketball Coaches for SY1819
 - l. Consider Approval of 2018 Back to School Grant Application from Meemic Image
 - m. Consider Approval of the 2nd Qtr 2018 Traditional Grant Application from Meemic Image
 - n. Consider Approval of a 1.0 FTE Social Studies Teacher for the SY1819
 - o. Consider Approval of the 2018 PACE Program Submissions for Professional Staff for SY1819
9. Any Item Removed from Consent Agenda
 - a. Removed item #1
 - b. Removed item #2
10. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
11. Correspondence:
 - a. Thank You from The Brigade for Use of Facilities

12. Board Recognition:
 - a. Track Team Competed at State - Samantha Struzynski, Laynie Bessette, Aspen Linjer and Coach Patrick Collins
 - b. Golf Team Competed at State - Ryan Schuelke, Peyton Schuelke, Connor Schuelke, Seth Forbes, Zach Kriesel, Gibson Bailey, Colin Moser and Coach Tim Schuelke
13. District Administrator's Report:
 - a. Legislative Update
 - b. School Perceptions Survey
 - c. Athletic Trainer Summary for SY201718
 - d. Manawa Elementary School Renovation Timeline
 - e. Youth Risk Behavior Survey 2017 - State Summary
14. School Operations Reports:
 - a. ES Principal: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
15. Business Related Reports:
 - a. Kobussen Report
16. Director's Reports:
 - a. Curriculum / Special Education Director Highlights - Included in Board Packet
 - b. Technology Director Highlights - Included in Board Packet
17. Board Comments:
18. Committee Reports:
 - a. Curriculum Committee
 - i. Title I School-Wide Program Plan – Jackie Gast
 - ii. LWJSHS Student Handbook SY201819
 - iii. MES Student Handbook SY201819
 - b. Finance Committee
 - i. Financial Reports
 - ii. Salary Advancement Model
 - iii. Wage Equalization Requests
 1. Set Athletic Director Stipend
 2. Adjust PI-34 Mentor Stipend
 3. Reduction of Para-Educators Memo
 4. Other
 - iv. Wage and Benefit Projections
 - v. N.E.W. Occupational Therapy Contract Renewal for SY1819
 - vi. Fundraisers Approval SY201819
 - vii. Safety Grant
 - c. Buildings & Grounds
 - i. Securing Former Elementary School Building to Prevent Liability Risks
 - ii. Fire Department Inspection
 - iii. Natural Gas Leak on H.S. Boiler
 - iv. SY1718 Maintenance Budget
 1. General Budget

- 2. Edger
- 3. Resurface Track
- 4. Spare Lawnmower Blades
- 5. Roof Leaks
- 6. Board Room Furniture
- 7. Other
- v. Update on Energy Efficiency Projects
 - 1. Process for Change Orders
 - 2. MES Boilers and Water Heaters (low voltage error message on boilers)
 - 3. Additional Projects 2018-19: MES Chiller, Windows, Lighting and MES Secured Entrance
- d. Policy & Human Resources Committee
 - i. Approve Revised Professional Educator Handbook Curriculum Reference on pg. 19
 - ii. Administrative Guidelines 4000's
 - iii. Athletic Director's Updated Job Description
 - iv. Administrative Guidelines 9000's
- e. Ad-Hoc Recognition Committee
 - i. Review Recognition Program & Make Recommendations for 2018-19:
 - a. Guidelines for Awards (i.e. two consecutive years, etc.)
 - b. Invitations
 - c. Guest List
 - d. Menu & Ordering Food
 - e. Program
 - f. Accomplishment Insert
 - g. Other
 - ii. Fill Vacancies on the Committee
 - a. New member: Tracy Konkol
 - b. Replace Lindsay Vanden Langenberg

19. Unfinished Business: - None this Month

20. New Business:

- a. Consider Approval of Medical Advisory Position for SY201819 as Presented
- b. Consider Approval of the Certified Athletic Trainer Agreement (ATC) with Orthopedic & Spine Therapy (OST) for SY201819 as Presented
- c. Consider Approval to set the Athletic Director Stipend at \$15,000 with the Revised Job Description as Presented
- d. Consider Approval to Increase Mentor Pay to \$250 per Mentee as Presented
- e. Consider Approval of Making the PI-34 Mentor Stipend Adjustment Retroactive to the SY1718 as Presented
- f. Consider Approval of the Reduction of One Special Education Para-Educator as Presented
- g. Consider Approval of the Transfer of One Special Education Paraprofessional to Provisional Special Education Teacher Position for SY1819 as Presented
- h. Consider Approval of Revised Staff and Program Changes for SY1819 as Presented

- i. Consider Approval of the N.E.W. Occupational Therapy Contract Renewal for SY1819 as Presented
 - j. Consider Approval of the Fundraisers for SY1819 as Presented
 - k. Consider Approval of the LWJSHS Student Handbook SY201819 as Presented
 - l. Consider Approval of the MES Student Handbook SY201819 as Presented
 - m. Consider Approval of the Revised Professional Educator Handbook Curriculum Reference on pg. 19 as Presented
 - n. Consider Approval of the Administrative Guidelines 4000's as Presented
 - o. Consider Approval of the Administrative Guidelines 9000's as Presented
 - p. Consider Approval of the Process for Change Orders as Presented
21. Next Meeting Dates:
- a. June 27, 2018 - Special Mtg - 6:00 p.m. School Perceptions Survey Results - MES Brd Rm
 - b. July 9, 2018 - Curriculum Committee Meeting - 4:00 p.m. - MES Board Room
 - c. July 11, 2018 - Policy & Human Resources Committee Mtg - 5:00 p.m. - MES Board Rm
 - d. July 12, 2018 - Finance Committee Meeting - 6:00 p.m. - MES Board Room
 - e. July 16, 2018 - Regular BOE Mtg - 6:30 p.m. Book Study - 7:00 p.m. Open Mtg - MES Brd Rm
 - f. Set Date for August Bldgs & Grounds Comm Mtg
22. Adjourn

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

Public Participation at Board Meetings (Bylaws 0167.3)

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

Agenda Item

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

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

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

Public-Participation Section of the Meeting

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

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

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
 - a. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - b. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - e. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to fifteen (15) minutes, unless extended by a vote of the Board.

- J. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 - a. No obstructions are created between the Board and the audience.
 - b. No interviews are conducted in the meeting room while the Board is in session.
 - c. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

19.90, Wis. Stats.

Minutes of the May 21, 2018 Board of Education Meeting

Call to Order – President Johnson – 6:30 p.m. – MES Board room, 800 Beech Street. The Board participated in the Book Study - 6:31 p.m.

Pledge of Allegiance - 7:05 p.m.

Roll Call – Forbes, Hollman, Pethke, R. Johnson, J. Johnson; Absent: Pohl and Scheller.

Verified Publication of Meeting – Dr. Oppor verified the publication of the meeting.

Presentations: Digital Citizenship - Mr. Cobarrubias – presented the Nine Points of Digital Citizenship from the ISTE Standards for Students 2016 which include Access, Commerce, Communication, Literacy, Etiquette, the Law, Rights and Responsibilities, Health and Wellness and Security.

Announcements: President Johnson thanked the following for Contributions to the District - Associated on Behalf of Tracy Ogle \$250 to the Band Program, Bemis Company Foundation on behalf of Wayne Krueger \$660 for Bowling Club, Walmart \$1,000 to Paving the Way - Kitchen Equipment, DonorsChoose.org \$178.18 - for HS Library Materials as Listed, Families in Education \$347.17 to National Honor Society Activity Account, Manawa Lions Club - Sponsoring Senior Banquet and Awards Night donated the dinner and served it to all guests.

Approve by Consent: Approve Minutes of April 23 and 25, 2018 Board Meetings, Treasurer’s Report/Approve Expenditures (\$568,181.60) & Receipts (\$17,572.52) ((on website), Donations including Associated on Behalf of Tracy Ogle \$250 to the Band Program, Bemis Company Foundation on behalf of Wayne Krueger \$660 for Bowling Club, Walmart \$1,000 to Paving the Way - Kitchen Equipment, DonorsChoose.org \$178.18 - for HS Library Materials as Listed, Families in Education \$347.17 to National Honor Society Activity Account, Manawa Lions Club - Sponsoring Senior Banquet and Awards Night, Accept Resignation of Aime Long, Social Studies Teacher, Consider Approval of Transferring Ms. Chris Hansen From Grade 3 to Grade 5 for the 2018-19 School Year, Consider Approval of Fall Coaches for 2018-19 School Year (Volleyball, Cross Country), Consider Approval of Head Football Coach for 2018-19 School Year, Consider Renewal of the WIAA Membership for 2018-2019 School Year, Consider Approval of the FFA Overnight Field Trip June 11-12, 2018, Consider Approval of Summer Custodial Staff as Presented, Consider Approval of the Monthly Board of Education Meeting Dates for SY1819, Consider Approval of the CESA Foundation Grant \$1,000 Award for Paving the Way, Consider Approval of the CESA 5 Contract for SY201819 as Presented, Food Service Breakfast, Lunch, or Milk Prices for the 2018-19 School Year.

Any Item Removed from Consent Agenda – None this month

Public Comments – None this month

Correspondence: Thank You Card from Family of Gary Fradrich and a Thank You Card from Family of Tanya Otto.

Board Recognition: Brooklyn Wepner, accepted into Kentucky State University Ag Discovery Program (unable to attend) and Ken Ziείς, Kobussen Bus Driver recognized for outstanding driver performance.

District Administrator's Report:

Legislative Update – topics enrollment counts and loophole on parental choice program; Letter from the Governor- lowest unemployment rate, poverty low, health coverage is good, students excelling and ACT scores highest in the country, UW rates frozen, welfare to work program, infrastructure improved roads, pro-growth mentality more businesses in Wis. Closing paragraph: aggressive to find savings to fund the 20-21 budget. Monthly Enrollment Report – one family of five students moved into the district so the enrollment has increased since last month. School Perceptions Survey – electronic version out to staff; parents were alerted the paper copies are out in the mail. All adults can vote if a resident of the district. ESSA Report – Elementary School Act – goal setting. Federal funding making sure sub groups (students with disabilities and poverty) are performing as well as the rest of the students.

School Operations Reports: included in the packet were the Elementary School and High School Principal Highlights. Mr. Wolfram reported softball secured the first conference championship in 25 years.

Business Related Reports: Kobussen Transportation Report. Sherida Genirue, Dispatcher from Kobussen Transportation was in attendance.

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

Board Comments: none this month

Committee Reports: The Minutes of the following Committees were included in the packet: Curriculum Committee, Finance Committee, Buildings and Policy & Human Resources Committee

Unfinished Business:

Motion by: Forbes / R. Johnson to approve the NEOLA Vol. 27 No. 1 Policy Updates Excluding Policy 5330 as Presented. Motion carried – Scheller / Pohl absent.

Motion by: R. Johnson / Pethke to approve the NEOLA Technology Updates Special Release - Phase I Policies as Presented. Motion carried – Scheller / Pohl absent.

New Business:

Motion by: Forbes / Pethke to approve the Naming of the Official District Paper - Waupaca County Post. Motion carried – Scheller / Pohl absent.

Motion by: R. Johnson / Forbes to approve the Naming of Legal Depositories – First State Bank, Premier Community Bank, Local Government Investment Pool, American Depositories Management, and First Business Bank- Northeast. Motion carried – Scheller / Pohl absent.

Motion by: Forbes / Hollman to approve the adoption of the WCA Group Health Trust HMO Insurance Plan for Qualified Staff Starting in the 2018-2019 School Year as presented. Motion carried Scheller / Pohl absent.

Motion by Pethke / Forbes to approve the Adoption of the Civics World Geography, Global Studies, Government, World History, and Wildlife Curriculum Maps as Presented. Motion carried - Scheller / Pohl absent.

Motion by: Forbes / R. Johnson to approve the Adoption of the Skills for Success Office 2016 Volume 1, Textbook Published by Pearson for the Articulated Computer Applications Courses as Presented. Motion carried – Scheller / Pohl absent.

Motion by: Forbes / R. Johnson to approve Student Attendance During High School Finals as Presented. Motion carried - Scheller / Pohl absent.

Motion by: R. Johnson / Hollman to approve the NEOLA ag2626 and ag2626A as Presented. Motion carried Scheller / Pohl absent.

Motion by: Pethke /Forbes to approve of ag8405A Use of Animals in the Classroom & on School Premises as Presented. Motion carried – Scheller / Pohl absent.

Motion by: Forbes / Hollman to approve the NEOLA ag3000 Series as Presented. Motion carried – Scheller / Pohl absent.

Motion by: Hollman / R. Johnson to approve the Professional Educator Handbook for SY201819 as Presented. Motion carried – Scheller / Pohl absent.

Motion by: Hollman / Forbes to approve the Open Enrollment Applications for SY1819 as Presented. Motion carried – Scheller / Pohl absent.

Motion by: Pethke / Forbes to approve the Updated 2018-2019 School Calendar as Presented. Our staff will be attending an in-service on Presidents day in 2018 and networking with national speakers. Motion carried – Scheller / Pohl absent.

Next Meeting Dates: May 26, 2018 – Notice of Commencement Ceremony – 11 a.m. – High School Gymnasium, June 6, 2018 – Policy & HR Committee Mtg – 4:45 p.m. – MES Board Room, June 8, 2018 – Notice of BOE Heart of Gold Recognition Event – 7:30 a.m. – H.S. Commons, June 12, 2018 – Finance Comm Mtg - 5:30 p. – MES Board Room, June 13, 2018 – Curriculum Committee Mtg – 4:00 p.m. – MES Board Room, June 13, 2018 – Bldgs & Grounds Committee Mtg – 5:00 p.m. – MES Board Room, June 18, 2018 Regular Mtg 6:30 p.m. Book Study 7:00 p.m. Open Session – MES Board Room, June 27, 2018 Special Board Meeting - 6:00 p.m. - School Perceptions - MES Board Room. There will be a Special Board Meeting – Tuesday May 29th at 7:00 p.m.

Motion by: R. Johnson / Forbes at 8:01 p.m. to adjourn to Closed Session Pursuant to the Provisions of 19.85(1)(a)(c)(f), 118.22 and 118.125 as well as 120.13(1)(c) Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Staff Evaluation. Motion carried by roll call – Scheller / Pohl absent.

Motion by: Forbes/Pethke to Adjourn to Open Session at 8:35 p.m. Motion carried by roll call – Scheller / Pohl absent.

Board May Act on Items Discussed in Closed Session: there were none.

Motion by: Hollman/Forbes to Adjourn at 8:35 p.m. Motion carried – Scheller / Pohl absent.

Jeanne Frazier, Recorder

Minutes of the May 29, 2018 Special Board of Education Meeting

The meeting was called to order by President Johnson at 7:00 p.m. in the MES Boardroom, 800 Beech Street.

Pledge of Allegiance

Roll Call: Scheller, Forbes, Hollman, Pethke, J. Johnson

Absent: Pohl, R. Johnson.

Mr. Johnson arrival at 7:03 p.m.

Verify Publication of Meeting: Dr. Oppor verified

New Business:

Motion by: Scheller / Hollman to approve the conventional aluminum storefront windows as presented. Motion carried – Pohl absent.

Motion by: Pethke / Forbes to approve the Bid Package #2 for the Second and Final Round of Energy Efficiency Projects Slated to be Completed Summer 2018 from FY2018-19. Motion carried – Pohl absent.

Motion by: Scheller / Hollman to adjourn at 7:29 p.m. Motion carried – Pohl absent.

Bobbi Jo Pethke, Clerk

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78244	ABRAHAMSON BODY & EQ	jpap51	05/18/2018	DAN KOEHLER - TECH ED CLASSROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	4001700265	885.04
						Totals for 78244	885.04
78245	ALLIANT ENERGY	jpap51	05/18/2018	MES-ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	5,287.31
78245	ALLIANT ENERGY	JPAP51	05/18/2018	NEW SIGN - ELEC - 4/5/18 - 5/4/18	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	26.27
78245	ALLIANT ENERGY	jpap51	05/18/2018	LWHS-ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	8,399.19
78245	ALLIANT ENERGY	jpap51	05/18/2018	LWHS-GAS	GENERAL FUND/GAS FOR HEAT/OPERATION	0	1,626.80
78245	ALLIANT ENERGY	jpap51	05/18/2018	PAES LAB-ELECTRIC	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/FACILITY AQUISITION/REMODELIN G	0	55.16
78245	ALLIANT ENERGY	jpap51	05/18/2018	MES-GAS	GENERAL FUND/GAS FOR HEAT/OPERATION	0	1,996.84
78245	ALLIANT ENERGY	jpap51	05/18/2018	PAES -GAS	SPECIAL EDUCATION FUND/GAS FOR HEAT/FACILITY AQUISITION/REMODELIN G	0	53.78
78245	ALLIANT ENERGY	JPAP51	05/18/2018	#4706230000 - CONCESSIONS - (4/2/18 - 5/1/18)	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	16.74
						Totals for 78245	17,462.09
78246	CARBON FRECKLE	jpap51	05/18/2018	COLOR RUN BANNERS	Special Revenue Trust Fund/GIFTS/DISTRICT WIDE	271700078	60.00
						Totals for 78246	60.00
78247	CASH	JPAP51	05/18/2018	LWHS PETTY CASH REIMBURSEMENT	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	6.90
78247	CASH	JPAP51	05/18/2018	LWHS PETTY CASH REIMBURSEMENT	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	100.00
78247	CASH	JPAP51	05/18/2018	LWHS PETTY CASH REIMBURSEMENT	SPECIAL EDUCATION FUND/PUPIL DUES AND FEES/MULTI-CATEGORIC AL	0	32.00
						Totals for 78247	138.90
78248	CENTURY LINK	jpap51	05/18/2018	APRIL CHARGES FOR SERVICE	GENERAL FUND/TELEPHONE AND	0	59.13

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					TELEGRAPH/CENTRAL SERVICES		
					Totals for 78248		59.13
78249	CESA 6-CONFERENCE RE	jpap51	05/18/2018	IN DISTRICT PAYROLL SERVICES ON 05/10/2018-CONTRACTED BY CARMEN O'BRIEN	GENERAL FUND/TRANSFER TO CESA/DIRECTION OF BUSINESS	0	510.00
78249	CESA 6-CONFERENCE RE	JPAP51	05/18/2018	YOUTH TRANSITION CONFERENCE	SPECIAL EDUCATION FUND/PUPIL DUES AND FEES/MULTI-CATEGORIC AL	0	180.00
78249	CESA 6-CONFERENCE RE	JPAP51	05/18/2018	PAVING THE WAY PROJECT - ALLIANT ENERGY FOUNDATION AWARDED - GRANT AWARD FEE AGREEMENT FEE - \$2000 X 5% = \$100	GENERAL FUND/TRANSFER TO CESA/OTHER GENERAL ADMINISTRATION	0	100.00
					Totals for 78249		790.00
78250	CINTAS CORPORATION L	jpap51	05/18/2018	PAES LAB, MES, LWHS- FLOOR MATS & CUSTODIAL SUPPLIES MES, LWHS-FOOD SERVICE LAUNDRY SERVICE	GENERAL FUND/OPERATIONAL SERVICES/BUILDINGS	0	179.69
78250	CINTAS CORPORATION L	jpap51	05/18/2018	PAES LAB, MES, LWHS- FLOOR MATS & CUSTODIAL SUPPLIES MES, LWHS-FOOD SERVICE LAUNDRY SERVICE	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	987.84
78250	CINTAS CORPORATION L	jpap51	05/18/2018	PAES LAB, MES, LWHS- FLOOR MATS & CUSTODIAL SUPPLIES MES, LWHS-FOOD SERVICE LAUNDRY SERVICE	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	617.40
78250	CINTAS CORPORATION L	jpap51	05/18/2018	PAES LAB, MES, LWHS- FLOOR MATS & CUSTODIAL SUPPLIES MES, LWHS-FOOD SERVICE LAUNDRY SERVICE	GENERAL FUND/OPERATIONAL SERVICES/OPERATION	0	98.56
78250	CINTAS CORPORATION L	jpap51	05/18/2018	PAES LAB, MES, LWHS- FLOOR MATS & CUSTODIAL SUPPLIES MES, LWHS-FOOD SERVICE LAUNDRY SERVICE	FOOD SERVICE FUND/OPERATIONAL SERVICES/OPERATION	0	45.10
78250	CINTAS CORPORATION L	jpap51	05/18/2018	PAES LAB, MES, LWHS- FLOOR MATS & CUSTODIAL SUPPLIES MES, LWHS-FOOD SERVICE LAUNDRY SERVICE	SPECIAL EDUCATION FUND/OPERATIONAL SERVICES/BUILDINGS	0	11.70
78250	CINTAS CORPORATION L	jpap51	05/18/2018	PAES LAB, MES, LWHS MATS & CUSTODIAL SUPPLIES, FOOD SERVICE LAUNDRY	GENERAL FUND/OPERATIONAL SERVICES/BUILDINGS	0	325.41
78250	CINTAS CORPORATION L	jpap51	05/18/2018	PAES LAB, MES, LWHS MATS & CUSTODIAL SUPPLIES, FOOD SERVICE LAUNDRY	FOOD SERVICE FUND/OPERATIONAL SERVICES/OPERATION	0	45.10
78250	CINTAS CORPORATION L	jpap51	05/18/2018	PAES LAB, MES, LWHS MATS & CUSTODIAL SUPPLIES, FOOD SERVICE LAUNDRY	SPECIAL EDUCATION FUND/OPERATIONAL SERVICES/BUILDINGS	0	11.70
					Totals for 78250		2,322.50
78251	DALLMAN, WILLIAM	JPAP51	05/18/2018	JV BASEBALL OFFICIAL ON 5/18/18 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	60.00
					Totals for 78251		60.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78252	DELTA DENTAL-VISION	JPAP51	05/18/2018	VISION INS - JUNE 2018	GENERAL FUND/VISION INSURANCE	0	677.78
78252	DELTA DENTAL-VISION	JPAP51	05/18/2018	VISION INS - MAY 2018	GENERAL FUND/VISION INSURANCE	0	677.78
						Totals for 78252	1,355.56
78253	JOSTENS INC.	jpap51	05/18/2018	FINAL PAYMENT, LWHS YEARBOOKS	GENERAL FUND/GENERAL SUPPLIES/YEARBOOK FEE	0	2,105.08
						Totals for 78253	2,105.08
78254	MASTER ELECTRICAL SE	jpap51	05/18/2018	LABOR & MATERIAL: WIRED PARTS AND CONTROL FOR SCORE BOARD 05/01/2018	GENERAL FUND/MAINTENANCE SERVICES/NONINSTR EQIP REPAI	0	248.18
						Totals for 78254	248.18
78255	PATRI, MITCHELL	jpap51	05/18/2018	TRACK TIMING	GENERAL FUND/PERSONAL SERVICES/ATHETLIC DIRECTOR	4001700296	250.00
78255	PATRI, MITCHELL	jpap51	05/18/2018	TRACK TIMING	GENERAL FUND/PERSONAL SERVICES/ATHETLIC DIRECTOR	4001700296	250.00
						Totals for 78255	500.00
78256	QUALITY CONCRETE & E	JPAP51	05/18/2018	SNOW REMOVAL/SANDING TRUCK/SALT/SAND/WALKWAY LABOR	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	12,342.50
						Totals for 78256	12,342.50
78257	REMINGTON'S QUALITY	jpap51	05/18/2018	LWHS SPEC. ED SUPPLIES	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	0	8.47
						Totals for 78257	8.47
78258	SCHOOL PERCEPTIONS L	jpap51	05/18/2018	COMMUNITY SYRVEY PER SERVICE AGREEMENT DATED: OCTOBER 20 2017 PHASE 3: SURVEY ADMINISTRATION	GENERAL FUND/PERSONAL SERVICES/OFFICE OF SUPERINTENDENT	0	2,250.00
						Totals for 78258	2,250.00
78259	SCHOOL SPECIALTY INC	jpap51	05/18/2018	ART SUPPLIES - SARAH BORTLE	GENERAL FUND/GENERAL SUPPLIES/ART	1011700108	226.68
						Totals for 78259	226.68
78260	SOCIAL THINKING	jpap51	05/18/2018	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/TEXTBOOKS & WORKBOOKS/SPEECH/LAN GUAGE	271700080	272.97
						Totals for 78260	272.97
78261	STRANG, PATTESON, RE	JPAP51	05/18/2018	LEGAL FEES	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	14,343.81
						Totals for 78261	14,343.81
78262	TRUGREEN LIMITED PAR	jpap51	05/18/2018	LAWN SERVICE RETIRED MES	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	155.00
78262	TRUGREEN LIMITED PAR	jpap51	05/18/2018	LAWN SERVICE MES	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	396.00

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78262	TRUGREEN LIMITED PAR	jpap51	05/18/2018	LAWN SERVICE LWHS 05/05/2018	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	1,487.00
						Totals for 78262	2,038.00
78263	WEA INSURANCE TRUST	JPAP51	05/18/2018	HEALTH INSURANCE COVERAGE 06/01/2018 - 06/30/2018	GENERAL FUND/WEA TRUST EFF 090115	0	99,771.12
						Totals for 78263	99,771.12
78264	WEX BANK - GLOBAL FL	JPAP51	05/18/2018	ALL OTHER FUEL APRIL	GENERAL FUND/FUEL-VEHICLE OPERATION/REGULAR	0	167.30
						Totals for 78264	167.30
78265	CENTRAL RESTAURANT P	JPAP51	05/18/2018	3DR REFRIGERATOR -72 CU FT SHIPPING/DELIVERY FOR THE MES KITCHEN	FOOD SERVICE FUND/EQUIPMENT PURCHASE REPLACEMENT/FOOD SERVICES	1011700080	3,049.00
						Totals for 78265	3,049.00
78266	HALUSKA, JAMES JR	JPAP52	05/21/2018	VARSITY SOFTBALL VS THREE LAKES ON 5/23/18	GENERAL FUND/PERSONAL SERVICES/GIRLS SOFTBALL	0	82.19
						Totals for 78266	82.19
78267	KRUEGER, DOUG	JPAP52	05/21/2018	VARSITY SOFTBALL VS THREE LAKES ON 5/23/18	GENERAL FUND/PERSONAL SERVICES/GIRLS SOFTBALL	0	82.19
						Totals for 78267	82.19
78268	SILVER LAKE LANES	JPAP52	05/21/2018	ALL CONFERENCE BANQUET - BASEBALL & SOFTBALL	GENERAL FUND/PERSONAL SERVICES/ATHETLIC DIRECTOR	0	48.00
						Totals for 78268	48.00
78269	PARKWAY GOLF COURSE	JPAP52	05/22/2018	GOLF TEAM GREEN FEES (LENA ON 5/22/18)	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	50.00
						Totals for 78269	50.00
78270	SILVER LAKE LANES	JPAP52	05/22/2018	ALL CONFERENCE MEETING - BASEBALL - 4 COACHES	GENERAL FUND/PERSONAL SERVICES/ATHETLIC DIRECTOR	0	48.00
						Totals for 78270	48.00
78271	AP EXAMS	JPAP52	05/25/2018	AP EXAM ORDERING	GENERAL FUND/PUPIL DUES AND FEES/GUIDANCE-STUDEN T \$	0	2,263.00
						Totals for 78271	2,263.00
78272	BLICK ART MATERIALS	jpap52	05/25/2018	NANCY ZABLER - ART CLASS SUPPLIES CUSTOMER # 4017402 CODE: QD20000	GENERAL FUND/GENERAL SUPPLIES/ART	4001700255	3.00
						Totals for 78272	3.00
78273	ENGELHARDT DAIRY OF	jpap52	05/25/2018	LWHS MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	72.45
78273	ENGELHARDT DAIRY OF	jpap52	05/25/2018	LWHS MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	96.35

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78273	ENGELHARDT DAIRY OF	jpap52	05/25/2018	LWHS MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	128.63
78273	ENGELHARDT DAIRY OF	jpap52	05/25/2018	MES MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	123.20
78273	ENGELHARDT DAIRY OF	jpap52	05/25/2018	MES MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	204.40
78273	ENGELHARDT DAIRY OF	jpap52	05/25/2018	LWHS MILK & FOOD	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	178.14
78273	ENGELHARDT DAIRY OF	jpap52	05/25/2018	MES MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	214.75
78273	ENGELHARDT DAIRY OF	jpap52	05/25/2018	MES MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	143.90
						Totals for 78273	1,161.82
78274	GOLD CROSS AMBULANCE	jpap52	05/25/2018	Student manuals for summer trainings--I asked for an invoice with exact costs last week but did not receive it yet, hopefully the amount will be correct, I based it off of ordering last summer.	GENERAL FUND/GENERAL SUPPLIES/HEALTH	8001700064	141.02
						Totals for 78274	141.02
78275	HEID MUSIC CO, INC.	jpap52	05/25/2018	MOLLY SCHLAAK - MUSIC INVOICE 2137361	GENERAL FUND/SHEET MUSIC/VOCAL MUSIC	4001700288	1.56
						Totals for 78275	1.56
78276	JOSTENS INC.	jpap52	05/25/2018	JANINE CONNOLLY - GRADUATION STOLES (NHS/LAUDE)	GENERAL FUND/GENERAL SUPPLIES/GUIDANCE	4001700267	593.95
						Totals for 78276	593.95
78277	NASSCO, INC	JPAP52	05/25/2018	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	389.80
78277	NASSCO, INC	JPAP52	05/25/2018	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	124.52
78277	NASSCO, INC	JPAP52	05/25/2018	MES CUSTODIAL SUPPLIES	GENERAL FUND/EQUIPMENT PURCHASE REPLACEMENT/EQUIPMEN T	0	434.60
78277	NASSCO, INC	JPAP52	05/25/2018	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	17.61
78277	NASSCO, INC	JPAP52	05/25/2018	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	17.61
78277	NASSCO, INC	JPAP52	05/25/2018	CREDIT	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	-133.68
78277	NASSCO, INC	JPAP52	05/25/2018	CREDIT	GENERAL FUND/GENERAL	0	-350.82

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78277	NASSCO, INC	JPAP52	05/25/2018	LWHS CUSTODIAL SUPPLIES	SUPPLIES/OPERATION GENERAL	0	49.95
					FUND/GENERAL SUPPLIES/OPERATION		
78277	NASSCO, INC	JPAP52	05/25/2018	LWHS CUSTODIAL SUPPLIES	GENERAL	0	31.03
					FUND/GENERAL SUPPLIES/OPERATION		
					Totals for 78277		580.62
78278	NOBELUS	jpap52	05/25/2018	LAMINATING FILM FOR MES, JR/SR. HIGH AND SPECIAL ED	GENERAL	1011700127	611.14
					FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
78278	NOBELUS	jpap52	05/25/2018	LAMINATING FILM FOR MES, JR/SR. HIGH AND SPECIAL ED	SPECIAL EDUCATION	1011700127	203.71
					FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL		
78278	NOBELUS	052518	05/25/2018	LAMINATING FILM FOR MES, JR/SR. HIGH AND SPECIAL ED	GENERAL	1011700127	-611.14
					FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
78278	NOBELUS	052518	05/25/2018	LAMINATING FILM FOR MES, JR/SR. HIGH AND SPECIAL ED	SPECIAL EDUCATION	1011700127	-203.71
					FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL		
					Totals for 78278		0.00
78279	PEARSON CLINICAL ASS	jpap52	05/25/2018	TESTING MATERIALS	SPECIAL EDUCATION	271700081	24.80
					FUND/GENERAL SUPPLIES/PSYCHOLOGIC AL SERVICES		
78279	PEARSON CLINICAL ASS	052518	05/25/2018	TESTING MATERIALS	SPECIAL EDUCATION	271700081	-24.80
					FUND/GENERAL SUPPLIES/PSYCHOLOGIC AL SERVICES		
					Totals for 78279		0.00
78280	PRIMROSE GARDENS AND	JPAP52	05/25/2018	LWHS LANDSCAPING	GENERAL	0	76.99
					FUND/MAINTENANCE SERVICES/SITE REPAIRS		
					Totals for 78280		76.99
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	FOOD & NON-FOOD SUPPLIES	FOOD SERVICE	0	88.73
					FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	FOOD & NON-FOOD SUPPLIES	FOOD SERVICE	0	526.82
					FUND/FOOD/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	FOOD & NON-FOOD SUPPLIES	FOOD SERVICE	0	99.85
					FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	FOOD & NON-FOOD SUPPLIES	FOOD SERVICE	0	494.97
					FUND/FOOD/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	USDA ORDER	FOOD SERVICE	0	37.95
					FUND/FOOD/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	USDA ORDER	FOOD SERVICE	0	11.50
					FUND/FOOD/FOOD		

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78281	REINHART FOOD SERVIC	jpap52	05/25/2018	USDA ORDER	SERVICES FOOD SERVICE	0	4.60
					FUND/FOOD/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	FOOD & NON-FOOD SUPPLIES	FOOD SERVICE	0	56.16
					FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	FOOD & NON-FOOD SUPPLIES	FOOD SERVICE	0	467.83
					FUND/FOOD/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	FOOD & NON-FOOD SUPPLIES	FOOD SERVICE	0	62.39
					FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	FOOD & NON-FOOD SUPPLIES	FOOD SERVICE	0	666.30
					FUND/FOOD/FOOD SERVICES		
78281	REINHART FOOD SERVIC	jpap52	05/25/2018	NON-FOOD SUPPLY	FOOD SERVICE	0	21.69
					FUND/FOOD/FOOD SERVICES		
					Totals for 78281		2,538.79
78282	RSCHOOL TODAY/DISTRI	JPAP52	05/25/2018	RSchool Fee	GENERAL	1011700132	156.24
					FUND/COMPUTER SOFTWARE PROGRAMS/GENERAL ATHLETICS		
					Totals for 78282		156.24
78283	SCHOOL SPECIALTY INC	jpap52	05/25/2018	CARRIE KOEHN - CENTRAL SUPPLY	GENERAL	4001700295	13.17
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
					Totals for 78283		13.17
78284	SOLARUS	JPAP52	05/25/2018	DISTRICT OFFICE PHONE SERVICE	GENERAL	0	367.39
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
78284	SOLARUS	JPAP52	05/25/2018	PAES LAB - PHONE	SPECIAL EDUCATION	0	148.03
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
78284	SOLARUS	JPAP52	05/25/2018	MES - PHONE	GENERAL	0	747.88
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
78284	SOLARUS	JPAP52	05/25/2018	LWHS - PHONE	GENERAL	0	778.68
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
					Totals for 78284		2,041.98
78285	STANDARD INSURANCE C	JPAP52	05/25/2018	JUNE 2018 LIFE, STD & LTD INSURANCE	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,186.95
78285	STANDARD INSURANCE C	JPAP52	05/25/2018	JUNE 2018 LIFE, STD & LTD INSURANCE	GENERAL FUND/LTD INS PAYABLE	0	905.16
78285	STANDARD INSURANCE C	JPAP52	05/25/2018	JUNE 2018 LIFE, STD & LTD INSURANCE	GENERAL FUND/STD INS PAYABLE	0	246.18
					Totals for 78285		2,338.29
78286	THE OFFICE TECHNOLOG	JPAP52	05/25/2018	STANDARD PAYMENT - 70 ACER	GENERAL	0	916.87

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				CHROMEBOOK R 11 C738T LAPTOPS	FUND/EQUIPMENT RENTAL/TECHNOLOGY SERVICES		
					Totals for 78286		916.87
78287	THEDACARE AT WORK	JPAP52	05/25/2018	DS RAPID 5 BUNDLED/CLINIC TB SKIN TEST/PHYSICAL FREE FROM COMM DISEASE - W. MURPHY	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	170.00
					Totals for 78287		170.00
78288	VALLEY SCREENPRINT I	jpap52	05/25/2018	COLOR RUN T-SHIRTS	Special Revenue Trust Fund/GIFTS/DISTRICT WIDE	271700083	2,696.85
					Totals for 78288		2,696.85
78289	WAUPACA COUNTY DHHS	JPAP52	05/25/2018	LWHS INSPECTION FOR FOOD SERVICE	FOOD SERVICE FUND/OPERATIONAL SERVICES/FOOD SERVICES	0	392.00
78289	WAUPACA COUNTY DHHS	JPAP52	05/25/2018	MANAWA ELEMENTARY SCHOOL INSPECTION FOR FOOD SERVICE	FOOD SERVICE FUND/OPERATIONAL SERVICES/FOOD SERVICES	0	311.00
					Totals for 78289		703.00
78290	R.W. WOOLSEY PLUMBIN	JPAP52	05/25/2018	ROD MACHINE TO ROD OUT MES PLUGGED URINAL DRAIN 60'	GENERAL FUND/MAINTENANCE SERVICES/BUILDINGS	0	463.00
					Totals for 78290		463.00
78291	ZHANG, TONGTONG	JPAP52	05/25/2018	MILEAGE & MEAL REIMBURSEMENT TO GREEN LAKE CONF	GENERAL FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	0	114.95
					Totals for 78291		114.95
78292	NCS PEARSON INC	052518	05/25/2018	TESTING MATERIALS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/PSYCHOLOGIC AL SERVICES	271700081	24.80
					Totals for 78292		24.80
78293	NOBELUS	052518	05/25/2018	LAMINATING FILM FOR MES, JR/SR. HIGH AND SPECIAL ED	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	1011700127	529.05
78293	NOBELUS	052518	05/25/2018	LAMINATING FILM FOR MES, JR/SR. HIGH AND SPECIAL ED	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	1011700127	176.35
					Totals for 78293		705.40
78295	JOSTENS INC.	JPAP53	05/30/2018	BALANCE DUE ON JR HIGH YEARBOOK	GENERAL FUND/GENERAL SUPPLIES/YEARBOOK FEE	0	136.25
					Totals for 78295		136.25
78296	OFFICE DEPOT	JPAP53	05/30/2018	DAILY PLANNER- SK @ LWHS	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	25.99
					Totals for 78296		25.99

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78297	PINE VALLEY GOLF COU	JPAP53	05/30/2018	Sectional Golf Meet to be hosted by Marathon at Pine Valley Golf Course - TEAM GREEN FEES	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	125.00
Totals for 78297							125.00
78298	POSTMASTER MANAWA	JPAP53	05/30/2018	CENSUS BULK MAILING - MANAWA & OGDENSBURG & LABELS IN 549 AREA	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	286.66
Totals for 78298							286.66
78299	SOUTHPAW ENTERPRISES	JPAP53	05/30/2018	SPECIAL ED - (2) ANALOGY ROCKER - 14" NAVY	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/OCCUPATION AL THERAPY	271700077	180.12
Totals for 78299							180.12
78300	SUEHS, GLORIA	JPAP53	05/30/2018	PURCHASE OF SUPPLIES - PASTRY BRUSH & PIZZELLE BAKER	Special Revenue Trust Fund/NON-CAPITAL EQUIPMENT/SPECIAL LEARNING DISABILITIES	0	55.98
Totals for 78300							55.98
78301	BARBER'S SHOPPE	JPAP53	05/31/2018	NANCY ZABLER, SEWING MACHINES	GENERAL FUND/NON-CAPITAL EQUIPMENT/ART	4001700299	520.00
Totals for 78301							520.00
78302	FAIRFIELD INN & SUIT	JPAP53	05/31/2018	STATE GOLF TOURNAMENT ACCOMMODATIONS -TAX EXEMPT	GENERAL FUND/EMPLOYEE TRAVEL/GENERAL ATHLETICS	4001700302	1,192.00
Totals for 78302							1,192.00
78303	SUMMER INSTITUTE ON	JPAP53	05/31/2018	SUMMER CONFERENCE - INCLUSION HELD ON 7/24/18	SPECIAL EDUCATION FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	271700084	95.00
78303	SUMMER INSTITUTE ON	JPAP53	05/31/2018	TRACY KONKOL, SUMMER INSTITUTE ON INCLUSION - HELD ON 7/24/18	GENERAL FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	4001700298	95.00
Totals for 78303							190.00
78304	UW-LA CROSSE	JPAP53	05/31/2018	State Tournament HOUSING	GENERAL FUND/EMPLOYEE TRAVEL/GENERAL ATHLETICS	4001700300	150.00
Totals for 78304							150.00
78305	AT&T	JPAP60	06/01/2018	INTERNET SERVICE	GENERAL FUND/ON-LINE COMMUNICATIONS/CENTRAL SERVICES	0	651.23
Totals for 78305							651.23
78306	NASSCO, INC	JPAP60	06/01/2018	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	26.80
78306	NASSCO, INC	JPAP60	06/01/2018	LWHS CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	6.90
Totals for 78306							33.70

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78307	NEOLA, INC.	JPAP60	06/01/2018	CONTINUING UPDATE SERVICE FOR SCHOOL BOARD POLICIES	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	1,661.90
						Totals for 78307	1,661.90
78308	PITNEY BOWES INC	JPAP60	06/01/2018	LEASING CHARGES	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	411.54
						Totals for 78308	411.54
78309	RESERVE ACCOUNT	JPAP60	06/01/2018	POSTAGE METERS HS & DIST OFFICE FOR 2017-18	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	2,000.00
						Totals for 78309	2,000.00
78310	APPLE COMPUTER INC.	JPAP60	06/08/2018	MES Makerspace - Additional Purchases/IPAD WI-FI 128GB SPACE GRAY-U	GENERAL FUND/RENTAL OF MEDIA/SCHOOL LIBRARY	1011700137	798.00
						Totals for 78310	798.00
78311	CENGAGE LEARNING	jpap60	06/08/2018	Gale Online Resources Renewal	GENERAL FUND/COMPUTER SOFTWARE PROGRAMS/SCHOOL LIBRARY	4001700240	2,005.76
						Totals for 78311	2,005.76
78312	GEHRKE, TIM	jpap60	06/08/2018	REIMBURSEMENT FOR PERSONALIZATION ON YEARBOOK	GENERAL FUND/STUDENT FEES/YEARBOOK FEE	0	6.00
						Totals for 78312	6.00
78313	OFFICE DEPOT	JPAP60	06/08/2018	TAPE 3/4" - PACK OF 12 ROLLS	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	20.56
						Totals for 78313	20.56
78314	LOWELL CENTER	JPAP61	06/12/2018	HOTEL ACCOMODATIONS FOR T. POLKKI & M. KOSHOLLEK WHILE ATTENDING THE AP SUMMER CONFERENCE INSTITUTE IN MADISON - JUNE 19-22, 2018	GENERAL FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	0	492.00
						Totals for 78314	492.00
78316	SKATERS EDGE	jpap61	06/13/2018	SUMMER SCHOOL FIELD TRIP CLASS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	117.00
						Totals for 78316	117.00
171800081	OPPOR, MELANIE	JPAP51	05/18/2018	ADMIN BENEFIT & MILEAGE TO LEGISLATIVE BREAKFAST & PAC MEETING	GENERAL FUND/EMPLOYEE TRAVEL/OFFICE OF SUPERINTENDENT	0	19.62
171800081	OPPOR, MELANIE	JPAP51	05/18/2018	ADMIN BENEFIT & MILEAGE TO LEGISLATIVE BREAKFAST & PAC MEETING	GENERAL FUND/OTHER EMPLOYEE BENEFITS/OFFICE OF SUPERINTENDENT	0	330.20
						Totals for 171800081	349.82
171800082	CONNELLY, JUDITH	JPAP52	05/25/2018	MILEAGE TO ST. PAUL'S FOR TITLE 1 SERVICES - JAN. 2, 2018 - APRIL 20, 2018	GENERAL FUND/EMPLOYEE TRAVEL/REGULAR CURRICULUM	0	49.05

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<u>NUMBER</u>	<u>VENDOR</u>	<u>NUMBER</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>AMOUNT</u>
171800082	CONNELLY, JUDITH	JPAP52	05/25/2018	SNACKS FOR ARTS & AUTHOR	Special Revenue	47.56
				Trust Fund/GENERAL	0	
				SUPPLIES/HEALTH		
				Totals for 171800082		96.61
171800083	GAST, JACQUELYN	JPAP52	05/25/2018	ARTS & AUTHOR NIGHT PRIZES	Special Revenue	236.60
				Trust Fund/GENERAL	0	
				SUPPLIES/HEALTH		
				Totals for 171800083		236.60
171800084	HIGHLANDER, SARAH	JPAP52	05/25/2018	MILEAGE & MEAL REIMBURSEMENT	GENERAL	171.33
				- JEN SERVALLO CONF IN	FUND/EMPLOYEE	
				MILWAUKEE & WAUWATOSA	TRAVEL/INSTRUCTIONAL	
				STAFF TRAINING		
171800084	HIGHLANDER, SARAH	JPAP52	05/25/2018	MILEAGE TO RAPID CENTER FOR	GENERAL	54.50
				IMPROVEMENT CONF @ CESA	FUND/EMPLOYEE	
				TRAVEL/INSTRUCTIONAL		
				STAFF TRAINING		
				Totals for 171800084		225.83
171800085	POHL, HELENE	JPAP52	05/25/2018	CESA 6 LEGISLATIVE BREAKFAST	GENERAL	54.50
				- MILEAGE	FUND/EMPLOYEE	
				TRAVEL/BOARD		
				MEMBERS		
				Totals for 171800085		54.50
171800086	UJAZDOWSKI, LUANNE	JPAP52	05/25/2018	EARTH DAY ACTIVITIES	GENERAL	60.54
				FUND/GENERAL	0	
				SUPPLIES/UNDIFFERENT		
				IATED CURRICULUM		
				Totals for 171800086		60.54
171800087	CONNOLLY, JANINE	JPAP53	05/30/2018	FOOD FOR AP	Special Revenue	90.78
				Trust Fund/GENERAL	0	
				SUPPLIES/HEALTH		
				Totals for 171800087		90.78
171800088	HANSEN, CHRISTINE	JPAP53	05/30/2018	SUPPLIES FOR MAKING	GENERAL	103.57
				SUNCATCHERS FOR VETERANS AT	FUND/GENERAL	
				WI VETERAN'S HOME AT KING	SUPPLIES/UNDIFFERENT	
				IATED CURRICULUM		
				Totals for 171800088		103.57
171800089	HRABAN, ANDREA	JPAP53	05/30/2018	REIMBURSEMENT FOR	GENERAL	19.97
				PUBLICATIONS CLASS EXPENSES	FUND/GENERAL	
				FOR SENIOR SLIDE SHOW DVD	SUPPLIES/YEARBOOK	
				FEE		
				Totals for 171800089		19.97
171800090	STORMOEN, BECKY	JPAP53	05/30/2018	MEAL REIMBURSEMENT - JENNIFER	GENERAL	16.00
				SERAVALLIS CONF IN MILWAUKEE	FUND/EMPLOYEE	
				TRAVEL/INSTRUCTIONAL		
				STAFF TRAINING		
				Totals for 171800090		16.00
171800091	WOLFGRAM, DANIEL	JPAP53	05/30/2018	WATER FOR PARENT'S NIGHT	Special Revenue	7.66
				Trust Fund/GENERAL	0	
				SUPPLIES/HEALTH		
				Totals for 171800091		7.66
171800092	WORTZ, CAROL	JPAP53	05/30/2018	PICNIC SUPPLIES FOR SPECIAL	SPECIAL EDUCATION	28.03
				ED MIDDLE SCHOOL FIELD TRIP	FUND/GENERAL	
				SUPPLIES/MULTI-CATEG		
				ORICAL		
				Totals for 171800092		28.03
171800093	HIGHLANDER, SARAH	JPAP60	06/01/2018	CLASSROOM SUPPLIES - VIDEO	GENERAL FUND/OTHER	35.97

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				ROCKER	MEDIA/UNDIFFERENTIATED CURRICULUM		
					Totals for 171800093		35.97
171800094	CONNELLY, JUDITH	jpap60	06/08/2018	TRAVEL TO ST.PAUL'S TITLE 1 INSTRUCTION MILEAGE REIMBURSEMENT 19 TRIPS	GENERAL FUND/EMPLOYEE TRAVEL/REGULAR CURRICULUM	0	20.71
					Totals for 171800094		20.71
171800095	KOEHN, OLIVIA	jpap60	06/08/2018	CPR/AED TRAINER COURSE MILEAGE REIMBURSEMENT	GENERAL FUND/EMPLOYEE TRAVEL/HEALTH	0	45.78
					Totals for 171800095		45.78
201700266	WISCONSIN RETIREMENT	APR WR	04/13/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,201.96
201700266	WISCONSIN RETIREMENT	APR WR	04/13/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,338.65
201700266	WISCONSIN RETIREMENT	APR WR	04/13/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	304.28
201700266	WISCONSIN RETIREMENT	APR WR	04/13/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,201.96
201700266	WISCONSIN RETIREMENT	APR WR	04/13/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,338.65
201700266	WISCONSIN RETIREMENT	APR WR	04/13/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	304.28
					Totals for 201700266		21,689.78
201700281	WISCONSIN RETIREMENT	APR WR	04/30/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,262.71
201700281	WISCONSIN RETIREMENT	APR WR	04/30/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,368.20
201700281	WISCONSIN RETIREMENT	APR WR	04/30/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	304.28
201700281	WISCONSIN RETIREMENT	APR WR	04/30/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,262.71
201700281	WISCONSIN RETIREMENT	APR WR	04/30/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,368.20
201700281	WISCONSIN RETIREMENT	APR WR	04/30/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	304.28
					Totals for 201700281		21,870.38
201700292	EMPLOYEE BENEFITS CO	JPWI51	05/17/2018	FSA CLAIMS = \$102.43/HRA \$1060.51	GENERAL FUND/FLEX PLAN SY1718	0	102.43
201700292	EMPLOYEE BENEFITS CO	JPWI51	05/17/2018	FSA CLAIMS = \$102.43/HRA \$1060.51	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	1,060.51
					Totals for 201700292		1,162.94
201700293	EMPLOYEE BENEFITS CO	JPWI51	05/03/2018	FSA CLAIMS = \$734/HRA \$3598.13	GENERAL FUND/FLEX PLAN SY1718	0	734.00
201700293	EMPLOYEE BENEFITS CO	JPWI51	05/03/2018	FSA CLAIMS = \$734/HRA \$3598.13	GENERAL FUND/HRA/WEA ER DED	0	3,598.13

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					(PMT ABOVE EE'S		
					Totals for	201700293	4,332.13
201700294	EMPLOYEE BENEFITS CO	JPWI51	05/10/2018	FSA CLAIMS = \$184.22/HRA \$127.98	GENERAL FUND/FLEX PLAN SY1718	0	184.22
201700294	EMPLOYEE BENEFITS CO	JPWI51	05/10/2018	FSA CLAIMS = \$184.22/HRA \$127.98	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	127.98
					Totals for	201700294	312.20
201700295	DELTA DENTAL OF WISC	JPWI51	05/09/2018	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	3,307.45
					Totals for	201700295	3,307.45
201700296	DELTA DENTAL OF WISC	JPWI51	05/16/2018	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,962.80
					Totals for	201700296	1,962.80
201700297	DELTA DENTAL OF WISC	JPWI51	05/02/2018	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,251.60
					Totals for	201700297	1,251.60
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,458.24
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,237.47
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	326.70
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	2.56
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	71.56
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,978.19
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	289.39
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	76.39
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	0.60
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	16.75
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	305.34
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	38.90
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	35.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	TAX GENERAL	0	33.00
					FUND/FEDERAL INCOME		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	TAX GENERAL	0	9,648.08
					FUND/FEDERAL INCOME		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	TAX SPECIAL EDUCATION	0	954.72
					FUND/FEDERAL INCOME		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	TAX FOOD SERVICE	0	151.15
					FUND/FEDERAL INCOME		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	TAX COMMUNITY SERVICE	0	0.00
					FUND/FEDERAL INCOME		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	TAX EMPLOYEE BENIFIT	0	38.43
					TRUST FUND/FEDERAL		
					INCOME TAX		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	GENERAL FUND/FICA	0	1,978.19
					(SOCIAL SECURITY)		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	SPECIAL EDUCATION	0	289.39
					FUND/FICA (SOCIAL		
					SECURITY)		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	FOOD SERVICE	0	76.39
					FUND/FICA (SOCIAL		
					SECURITY)		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	COMMUNITY SERVICE	0	0.60
					FUND/FICA (SOCIAL		
					SECURITY)		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	EMPLOYEE BENIFIT	0	16.75
					TRUST FUND/FICA		
					(SOCIAL SECURITY)		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	GENERAL FUND/FICA	0	8,458.24
					(SOCIAL SECURITY)		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	SPECIAL EDUCATION	0	1,237.47
					FUND/FICA (SOCIAL		
					SECURITY)		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	FOOD SERVICE	0	326.70
					FUND/FICA (SOCIAL		
					SECURITY)		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	COMMUNITY SERVICE	0	2.56
					FUND/FICA (SOCIAL		
					SECURITY)		
201700298	INTERNAL REVENUE SER	P9	05/31/2018	Payroll accrual	EMPLOYEE BENIFIT	0	71.56
					TRUST FUND/FICA		
					(SOCIAL SECURITY)		
					Totals for 201700298		36,120.32
201700299	MASSMUTUAL FINANCIAL	P9	05/31/2018	Payroll accrual	GENERAL	0	1,409.60
					FUND/HARTFORD INS -		
					TSA/ROTH		
201700299	MASSMUTUAL FINANCIAL	P9	05/31/2018	Payroll accrual	GENERAL	0	200.00
					FUND/HARTFORD INS -		
					TSA/ROTH		
					Totals for 201700299		1,609.60
201700300	WEA TAX SHELTERED AN	P9	05/31/2018	Payroll accrual	GENERAL FUND/WEA	0	43.94

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201700300	WEA TAX SHELTERED AN	P9	05/31/2018	Payroll accrual	TRUST - TSA/ROTH GENERAL FUND/WEA	0	100.00
201700300	WEA TAX SHELTERED AN	P9	05/31/2018	Payroll accrual	TRUST - TSA/ROTH GENERAL FUND/WEA	0	250.00
201700300	WEA TAX SHELTERED AN	P9	05/31/2018	Payroll accrual	TRUST - TSA/ROTH SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
						Totals for 201700300	418.94
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	GENERAL FUND/GARNISHMENT DEDUCTION	0	207.00
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/GARNISHMENT DEDUCTION	0	23.00
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	25.67
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,076.25
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	642.86
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	113.04
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
201700301	WISCONSIN DEPT OF RE	P9	05/31/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/STATE INCOME TAX	0	8.92
						Totals for 201700301	7,171.74
201700303	WEA MEMBER BENEFIT T	P9	05/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	80.17
201700303	WEA MEMBER BENEFIT T	P9	05/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	52.18
201700303	WEA MEMBER BENEFIT T	P9	05/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201700303	272.35
201700304	DELTA DENTAL OF WISC	jpwi60	05/23/2018	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,165.60
						Totals for 201700304	1,165.60
201700305	EMPLOYEE BENEFITS CO	jpwi60	05/31/2018	ADMINISTRATION FEES - HRA & FSA	GENERAL FUND/FLEX PLAN SY1718	0	85.50
201700305	EMPLOYEE BENEFITS CO	jpwi60	05/31/2018	ADMINISTRATION FEES - HRA & FSA	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	247.05
						Totals for 201700305	332.55
201700306	EMPLOYEE BENEFITS CO	jpwi60	05/24/2018	HRA & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	1,096.00

CHECK		BATCH	CHECK	INVOICE	ACCOUNT	PO	
NUMBER	VENDOR	NUMBER	DATE	DESCRIPTION	DESCRIPTION	NUMBER	AMOUNT
201700306	EMPLOYEE BENEFITS CO	jpwi60	05/24/2018	HRA & FSA CLAIMS	GENERAL	0	2,432.33
					FUND/HRA/WEA ER DED (PMT ABOVE EE'S		
					Totals for 201700306		3,528.33
201700307	EMPLOYEE BENEFITS CO	jpwi60	05/31/2018	HRA DEDUCTIBLE	GENERAL	0	1,153.83
					FUND/HRA/WEA ER DED (PMT ABOVE EE'S		
					Totals for 201700307		1,153.83
201700308	DELTA DENTAL OF WISC	jpwi60	05/30/2018	DENTAL ADMINISTRATION AND CLAIMS	GENERAL FUND/SELF	0	1,633.88
					FUND-EMPLOYER SHARE PREMI		
					Totals for 201700308		1,633.88
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL FUND/FICA	0	9,750.58
					(SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION	0	1,249.16
					FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE	0	303.51
					FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE	0	266.88
					FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT	0	71.56
					TRUST FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL FUND/FICA	0	2,280.41
					(SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION	0	292.13
					FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE	0	70.99
					FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE	0	62.42
					FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT	0	16.75
					TRUST FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL	0	305.34
					FUND/FEDERAL INCOME TAX		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION	0	38.90
					FUND/FEDERAL INCOME TAX		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE	0	35.00
					FUND/FEDERAL INCOME TAX		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL	0	38.50
					FUND/FEDERAL INCOME TAX		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL	0	10,831.90
					FUND/FEDERAL INCOME TAX		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION	0	1,011.83

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/FEDERAL INCOME TAX		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE	0	126.84
					FUND/FEDERAL INCOME TAX		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE	0	440.68
					FUND/FEDERAL INCOME TAX		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FEDERAL INCOME TAX	0	38.43
					GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,280.41
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	292.13
					FOOD SERVICE	0	70.99
					FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	62.42
					EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	16.75
					GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,750.58
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,249.16
					FOOD SERVICE	0	303.51
					FUND/FICA (SOCIAL SECURITY)		
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	266.88
					EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	71.56
					Totals for 201700316		41,596.20
201700317	MASSMUTUAL FINANCIAL	P9	06/15/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,409.60
					GENERAL FUND/HARTFORD INS - TSA/ROTH	0	200.00
					Totals for 201700317		1,609.60
201700318	WEA TAX SHELTERED AN	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	43.94
201700318	WEA TAX SHELTERED AN	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201700318	WEA TAX SHELTERED AN	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201700318	WEA TAX SHELTERED AN	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 201700318	418.94
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	GENERAL FUND/GARNISHMENT DEDUCTION	0	207.00
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/GARNISHMENT DEDUCTION	0	23.00
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	31.17
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,572.10
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	676.16
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	95.47
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	231.72
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/STATE INCOME TAX	0	8.92
						Totals for 201700319	7,920.54
201700321	WEA MEMBER BENEFIT T	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	80.17
201700321	WEA MEMBER BENEFIT T	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	52.18
201700321	WEA MEMBER BENEFIT T	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201700321	272.35
						Totals for checks	352,038.12

CREDIT CARD STATEMENT - May			WUFAR Code						Description
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	
Dan Wolfgram									
4/24/2018	WISMATH	\$250.00	10	E	400	310	221300	000	TONGTONG ZHANG - CONFERENCE
4/24/2018	EDU OUTREACH PARTNERSH	\$800.00	10	E	400	310	221300	365	TOM POLKKI - AP SUMMER INS - AP US HISTORY
4/25/2018	MAM-FINANCE	\$167.00	60	L	814	280	ACTIVITY		NANCY ZABLER - MILWAUKEE ART MUSEUM FIELDTRIP
4/25/2018	MITHCELL PARK CONSERVA	\$190.00	60	L	814	280	ACTIVITY		NANCY ZABLER - MITCHELL PARK DOMES FIELDTRIP
4/30/2018	GED EXAM	\$6.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
5/3/2018	COUNTRYSIDE LODGE BERLI	\$159.98	10	E	400	342	221300	000	TONGTONG ZHANG - LODGING FOR HER CONFERENCE
5/4/2018	CRUISIN IN LLC	\$99.75	10	E	400	420	162300	000	SKYLAR LIEBZEIT - HS TRACK ATHLETES DINNER
5/7/2018	GED EXAM	\$6.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
5/8/2018	HP DIRECT	\$159.21	10	E	400	411	136000	000	RITA GIPP - PRINTING SUPPLIES - (CREDITED FOR PREVIOUS MONTH AND RECHARDGED WITHOUT TAX)
5/9/2018	NASN	\$160.00	10	E	800	940	214000	000	OLIVIA KOEHN - NATIONAL ASSOC OF SCHOOL NURSES MEMBERSHIP
5/11/2018	HP DIRECT CREDIT (SEE ABO	\$167.97	10	E	400	411	136000	000	RITA GIPP - PRINTING SUPPLIES - CREDIT
	TOTAL	\$2,165.91							
Michelle Pukita									
Apr. 23	Positive Promotions	\$1,071.95	10	E	101	411	241000		teacher/staff appreciaiton week;
Apr. 26	Doubletrees Suites	\$262.14	27	E	101	342	221300	347	Special Ed teachers at conference
May 9	Chris Smooth Inc (Foamalicious)	\$594.79	21	E	800	440	110000	710	Supplies for Color Run
May 10	EB-UW Stevens Point	\$10.00	10	E	400	940	241000		Job Fair (Dan attended)
	TOTAL	\$1,938.88							
Jeanne Frazier									
04/23/18	Generac Power Systems	\$682.88	10	E	800	551	253000	0	Generator
04/24/18	Amazon	\$64.04	27	E	101	411	152000	347	PO 0271700075 SE Classroom supplies
04/25/18	Amazon	\$121.75	10	E	101	439	222200	711	PO 1011700123 ES Lib Ozobot Bit Coding Robot & Ipad
04/25/18	Amazon	\$29.40	10	E	101	439	222200	711	PO 1011700126 ES LIB Bloxels Build Your Own Video Game
04/24/18	Amazon	\$103.89	10	E	101	411	161004	0	PO 1011700112 MES Art supplies
04/25/18	Amazon	\$69.48	10	E	101	411	161004	0	PO 1011700111 ES Art ribbons for art awards
04/27/18	Holiday Inn Express	\$104.99	10	E	500	432	232100	0	JFrazier WASSA State Conf Stevens Point - Rm 1 night
05/03/18	USPostal Ser	\$225.00	10	E	800	353	263300	0	Bulk Mailing Fee - 1 Year
05/07/18	La Cross Mail & Print	\$1,948.12	10	E	500	310	232100	999	SAFS Survey Booklets & Postage
09/19/18	WASPA	\$225.00	10	E	500	942	232100	0	Membership Renewal - Coincides with WECAN Membership
	TOTAL	\$3,574.55							

CREDIT CARD STATEMENT - May			WUFAR Code					Description	
Date	Vendor	Amount	Fund	E	Location	Object	Function		Project
Bryant Cobarrubias									
4/24/2018	Netflix	\$14.76	10	E	800	440	266000		
4/27/2018	Amazon Mktplace	\$39.98	10	E	800	440	266000		New Replacement LCD Screen for Laptop LED HD Glossy
4/27/2018	Amazon Mktplace	\$35.08	10	E	400	411	253000		4 of Superior Tool 03960 4-Way Key-Fits Stopcocks, Sillcocks, and Valves-Steel Construction for 1/4"-9/32" and 5/16"-11/32 Internal Square
4/27/2018	Amazon Mktplace	\$85.05	10	E	800	440	266000		Buttles Purchase Order
4/27/2018	Amazon Mktplace	\$85.05	10	E	800	440	266000		Chromebook storage boxes
5/7/2018	Amazon Mktplace	\$1,873.41							Presentation stations desktop computers
5/8/2018	Amazon Mktplace	\$1,715.40							PO: 8001700066
5/8/2018	Amazon Mktplace	\$1,715.40							Admin laptops, Wolfgram, Pukita
5/14/2018	Microsoft Azure	\$49.65	10	E	800	440	266000		PO: 8001700068
	TOTAL	\$3,813.33							

On Wed, May 30, 2018 at 2:54 PM, Lindsay Vandenlangenberg <lvandenlangenberg@manawaschools.org> wrote:

Dr. Oppor,

I am writing this letter to inform you that I will not be returning 2018-19 school year. I received a wonderful job opportunity working in my nursing career. I will deeply miss the students and staff!!

Thank you for you time,

Lindsay VanDenLangenberg

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

From: **Melanie Oppor** <mopper@manawaschools.org>
Date: Wed, May 30, 2018 at 3:21 PM
Subject: Re: Resignation
To: Lindsay Vandenlangenberg
<lvandenlangenberg@manawaschools.org>
Cc: Board of Education <board@manawaschools.org>, Jeanne Frazier
<jfrazier@manawaschools.org>, Michelle Pukita
<mpukita@manawaschools.org>, Danni Brauer <dbrauer@cesa6.org>

Congratulations, Lindsay! I am happy for you and wish you the best as you re-enter the nursing profession. Please consider this email as formal acceptance of your resignation. The Board of Education will acknowledge your resignation at the regular June meeting.

Please take some time in the next day or two to share the news with colleagues as you see fit. This will enable Mrs. Pukita to post the position within the week.

We will miss you, also. Our very best wishes in all your future endeavors.

Sincerely,
Melanie

Melanie J. Oppor, PhD

District Administrator
School District of Manawa

[800 Beech Street](#)
[Manawa, WI 54949](#)
Office: 920-596-2525

Make it a wonderful learning day!

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Jeanne Frazier <jfrazier@manawaschools.org>

Re: Softball Coach resignation

1 message

Melanie Oppor <moppor@manawaschools.org>

Tue, Jun 5, 2018 at 10:21 AM

To: Todd Zielke <tjzielke7@gmail.com>

Cc: Jeanne Frazier <jfrazier@manawaschools.org>, Dan Wolfgram <dwolfgram@manawaschools.org>, Skylar Liebzeit <sliebzeit@manawaschools.org>

Hi Todd,

Please accept this email as official notification that I am accepting your resignation from the head softball coaching position. Thank you for your years of dedicated service to the program. I have truly enjoyed getting to know you. Best wishes in all your future endeavors.

The Board of Education will also receive your resignation at their regular June 18 meeting.

Best regards,
Melanie

Melanie J. Oppor, PhD

District Administrator
School District of Manawa

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

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On Tue, Jun 5, 2018 at 9:29 AM, Dan Wolfgram <dwolfgram@manawaschools.org> wrote:

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

From: Skylar Liebzeit <sliebzeit@manawaschools.org>
Date: Tue, Jun 5, 2018 at 9:22 AM
Subject: Fwd: Softball
To: Dan Wolfgram <dwolfgram@manawaschools.org>

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

From: Todd Zielke <tjzielke7@gmail.com>
Date: Tue, Jun 5, 2018 at 9:20 AM
Subject: Softball
To: Skylar Liebzeit <sliebzeit@manawaschools.org>

To whom it may concern,
I will be stepping aside from coaching softball. I am resigning from head coaching position of Manawa Softball.
Thankyou
Todd Zielke
--

Skylar Liebzeit

Athletic/Activities Director
Assistant Football Coach
School District of Manawa
Cell: 608-432-6570
Office: 920-596-5838

Sheri L. Barber
2445 W. Cherokee Drive
Appleton, WI
54914-4751

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

June 8th, 2018

Dear Dr. Oppor,

Please accept my resignation from my position as a first-grade Teacher at Manawa Elementary School effective the end of my contract year for 2017-18.

My students have given me great pleasure over the years, and the administration has been very supportive during my tenure with the school district.

If I can be of any assistance to you during the remainder my contract term, please let me know.

With me leaving the school district at the end of this school year, I would ask that you let me know how you plan on handling the balance of my payroll and benefits that traditionally carry through to the new contract year, as I elected to have my pay carry through the summer. It is important for my family to know when my benefits (and theirs) end, so that I can make alternative arrangements. A written communication would be most helpful in these matters.

Sincerely,

A handwritten signature in cursive script that reads "Sheri L. Barber".

Sheri L. Barber
1st Grade Teacher



School District of Manawa

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6/11/2018

To whom it may concern:

I have enjoyed my days being here. Due to health concerns I have to resign.

Sincerely,

Henry Byrd

Dr. Melanie J. Oppor

District Administrator
mopper@manawaschools.org
(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal
dwolfgram@manawaschools.org
(920) 596-5800

Michelle Pukita

Elementary Principal
mpukita@manawaschools.org
(920) 596-5700

Carmen O'Brien

Business Manager
cobrien@manawaschools.org
(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.
dbrauer@manawaschools.org
(920) 596-5301

June 15, 2018

Dear Dr. Oppor,

This letter is my official notification to you and the School District of Manawa that after working for the district for 34 years, I will be retiring at the end of August, 2018.

I would like to thank the district for the opportunity to work with great co-workers and students that I loved from the bottom of my heart. I have enjoyed working for the Manawa School District and will surely miss it.

I am excited about retirement and look forward to the years ahead to enjoy the next chapter of my life.

Sincerely,

A handwritten signature in black ink that reads "Kris Wegener". The signature is written in a cursive style with a large, sweeping initial "K".

Kris Wegener,
Administrative Assistant



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To: Dr. Melanie Oppor
Fr: Skylar Liebzeit
Date: 5/30/2018
Re: 2018 Football Coaching Staff Updates

I am recommending the following coaches for the 2018 Football coaching assignment (Pending Clear Background Checks):

Name	Position	Information
Hunter Gruenwald	Unpaid volunteer Assistant Coach	Hunter will be coaching with the SDM Football Coaching Staff in the 2018 season as an unpaid volunteer. Hunter is a native of Iola-Scandinavia and brings previous HS and Collegiate playing experience to the coaching staff.
Jim Gorman	7th Grade Head Coach/8th Grade Assistant	Jim brings several years of coaching Pop Warner in Manawa. He has been noted to attend several football professional development to increase his knowledge of the game. He is brought in to continue building the Manawa Football Program starting at the MS level.
Tony Decker	8th Grade Head Coach/7th Grade Assistant	Tony brings several years of coaching Pop Warner in Manawa. He has been noted to attend several football professional development to increase

Dr. Melanie J. Oppor

District Administrator

mopper@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

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dwolfgram@manawaschools.org

(920) 596-5800

Michelle Pukita

Elementary Principal

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dbrauer@manawaschools.org

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		his knowledge of the game. He is bought in to continue building the Manawa Football Program starting at the MS level.
--	--	---

Dr. Melanie J. Oppor

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dwolfgram@manawaschools.org

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To: Dr. Melanie Oppor
Fr: Skylar Liebzeit
Date: 5/31/2018
Re: 2018-2019 Girls Basketball Coaching Staff

I am recommending the following coaches for the 2018-2019 Girls Basketball coaching assignment:

Name	Position	Information
Patrick Collins	Head Varsity Coach	Patrick will be returning as Manawa’s Varsity Head Coach.
Brian Bessette	JV Head Coach	Brian is returning to fill the role as JV Head Coach.
Terry Johnson	C-Team Head Coach	Terry is returning to fill the role of C-team head coach
Rob Rosenau	8th Grade Head Coach	Rob is returning as a MS Coach in 2018.

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

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Jr./Sr. High School Principal

dwolfgram@manawaschools.org

(920) 596-5800

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mpukita@manawaschools.org

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To: Dr. Melanie Oppor
Fr: Skylar Liebzeit
Date: 5/31/2018
Re: 2018-2019 Boys Basketball Coaching Staff

I am recommending the following coaches for the 2018-2019 Boys Basketball coaching assignment:

Name	Position	Information
Troy Wiesner	Head Varsity Coach	Troy will be returning for his fourth season as Manawa’s Varsity Head Coach.
Luke Hass	JV Head Coach	Luke is returning to fill the role as JV Head Coach.
Jason Bailey	C-Team Head Coach	Jason is returning to fill the role of C-team head coach
Kevin Murphy	7th Grade Head Coach	Kevin is returning as a MS Coach in 2018.
Andrew Habeck	8th Grade Head Coach	Andrew is returning as a MS Coach in 2018.

Dr. Melanie J. Oppor

District Administrator

mopper@manawaschools.org

(920) 596-2525

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dwolfgram@manawaschools.org

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dbrauer@manawaschools.org

(920) 596-5301



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
Fr: Dan Wolfgram
Date: 6/13/2018
Re: Social Studies Recommendation – Katharine McArthur

This memo is to recommend Mrs. Katharine McArthur for the 1.0 FTE high school social studies teaching position for the 2018-19 school year.

Mrs. McArthur is currently fulfilling the position of social studies teacher at Lourdes Academy in Oshkosh. She received her formal education and training from the University of Wisconsin – Oshkosh where she received a Bachelor of Science in Education with a major emphasis in history. She holds certifications in social studies, psychology, political science, and history.

Mrs. McArthur comes to Manawa with four years of teaching experience. She began her career in Florida at Cooper City High School where she was responsible for teaching American History and was the debate coach. Her second place of employment was at Bishop Fenwick High School in Peabody, Massachusetts where she again taught social studies and piloted the school's first AP Psychology course. In addition to her skills as an educator, Mrs. McArthur has been involved in the multicultural club and mock trial.

Lourdes Academy Principal, Kyle Schleis, states, "If I had to draft a first-round social studies teacher for a new school I was starting, I would definitely select Mrs. McArthur. She has high expectations and is intelligent and patient. She creates solid relationships with students."

Four candidates were selected for a first round interview with a committee comprised of various staff members. Two qualified candidates moved forward to the administrative team interview. Mrs. McArthur received the full endorsement of both interview teams. Mr. Tom Polkki, the current secondary social studies teacher, was present for all first-round interviews. I recommend Mrs. Katharine McArthur for the social studies teaching position for 2018-2019.



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June 13, 2018

Ms. Katharine McArthur
306 W. Union St.
Waupaca, WI 54981

Dear Ms. McArthur:

The purpose of this letter is to confirm the offer of employment made to you to teach in the School District of Manawa (the "District") for the 2018-2019 school year. If you intend to accept the offer of employment, please sign and return a copy of this letter to Dr. Melanie Oppor, District Administrator, on or before June 18, 2018. Failure to return a signed copy of this letter to Dr. Oppor on or before June 18, 2018 shall be deemed notice that you do not intend to accept the offer of employment.

Please be advised that the Board of Education intends to take up the issue of your employment at a regularly scheduled meeting on June 18, 2018. In the event the Board of Education approves your employment for the 2018-2019 school year, you will be issued an Individual Teaching Contract for the 2018-2019 school year.

Any Individual Teaching Contract issued to you for the 2018-2019 school year is subject to the provisions of Sections 118.21 and 118.22, Wis. Stats., the rules, regulations and policies of the Board of Education, now in effect or becoming effective during the 2018-2019 school year. You will be expected to abide by and comply with the same.

Be advised that all school programs offered in the School District of Manawa are regularly reviewed, with recommendations regarding program changes and staffing made to the Board of Education. Because of enrollment fluctuations, program changes, budgetary constraints or other unknown factors and conditions, it may be necessary for the District to modify assignments, add positions or reduce/eliminate positions. Should program changes result in a change in your status, you will be notified as soon as possible.

Sincerely,

Dr. Melanie J. Oppor
District Administrator

It is my intent to accept employment with the School District of Manawa for the 2018-2019 school year, subject to any Individual Teaching Contract.

Signature

06/15/18
Date

Dr. Melanie J. Oppor

District Administrator
mopper@manawaschools.org
(920) 596-2525

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dwolfgram@manawaschools.org
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Danielle Brauer

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dbrauer@manawaschools.org
(920) 596-5301



THANKS!

thebrigade 

LAURA KEMPS

Executive Director

920-725-8992 ext. 23

lkemps@bgbrigade.com

www.bgbrigade.com

109 W. Columbian Ave. P.O. Box 665 Neenah, WI 54957

Thank you
for allowing to use
The Brigade to use
your facility in case
of emergency.
We appreciate
the security.
Laura

Little Wolf High School
Athletic Training Summary
6-5-18

2014/15 (first year of coverage provided by Orthopedic & Spine Therapy)

1 hour per week from August 27 to end of school year to include Varsity and Junior Varsity Football and home Wrestling events

- During the weekly athletic training hours, assessed/treated 60 students
- Assessed 26 athletes during 11 events
- Contract cost \$200 + booster club provides banners at football field and gymnasium

2015/16

1 hour per week from August 1 to end of school year to include Varsity and Junior Varsity Football and home Wrestling events

- During the weekly athletic training hours, assessed/treated 72 students
- Assessed 19 athletes during 12 events
- Contract cost \$250 + booster club provides banners at football field and gymnasium

2016/17

1 hour per week from August 1 to end of school year to include Varsity and Junior Varsity Football and home Wrestling events

- During the weekly athletic training hours, assessed/treated 77 students
- Assessed 18 athletes during 14 events
- Contract cost \$250 + family athletic passes + booster club provides banners at football field and gymnasium

2017/18

1 hour per week from August 1 to June 5 to include Varsity and Junior Varsity Football and home Wrestling events

- During the weekly athletic training hours, assessed/treated 118 students (including orthopedic assessments of non-athletes as requested by health office)
- Assessed 35 athletes during 12 events (includes opposing players as well as LWHS students)
- Contract cost \$300 + family athletic passes + booster club provided banners at football field and gymnasium

Interesting fact – with an average \$40 medical copay/co-insurance, the assessments for 2017/18 would have cost our athletes \$6120.

WISCONSIN TRENDS SUMMARY (1993-2017)

Below is a summary of key long-term trends, as compiled by CDC⁶. Only questions with statistically significant changes are provided here; others are excluded.

Alcohol

- ↓ Ever drank
- ↓ First drink before age 13
- ↓ Current alcohol use
- ↓ Binge drinking

Tobacco

- ↓ Ever tried
- ↓ Currently smoke

Other Drugs

- ↓ Ever tried marijuana
- ↓ Current use of marijuana
- ↓ Tried marijuana before age 13
- ↓ Ever used cocaine or inhalants
- ↓ Ever abused over-the-counter drugs
- ↓ Were offered, sold or given drugs on school property

Traffic Safety

- ↓ Rode in a car with a driver who had been drinking alcohol
- ↓ Drove a car under the influence of alcohol
- ↑ Seat belt use

Sexual Behaviors

- ↑ Postponing first sexual intercourse
- ↓ Ever had sex
- ↓ Currently sexually active
- ↓ Multiple sexual partners
- ↓ Large age difference between partners
- ↓ Used alcohol or drugs before last sexual intercourse
- ↑ Used a condom

School Safety

- ↓ Threatened or injured with a weapon on school property
- ↓ Physically hurt at school
- ↓ See violence as a problem at school
- ↑ Regularly feel unsafe at school (small but growing group)
- ↓ In a physical fight

Mental Health and Suicide

- ↑ Feeling sad or hopeless (up since 2009)
- ↑ Seriously considered suicide (up since 2011)
- ↑ Made a plan (up since 2007)
- ↓ Attempted (down from 1999, no change since 2007)

Weight and Nutrition

- ↑ Obese (by body mass index)
- ↑ Ate fruit
- ↓ Drank soda
- ↑ Went without breakfast

Other Health Issues

- ↓ Say health is excellent or good
- ↓ Get 8 hours of sleep
- ↓ TV use
- ↑ Other screen time
- ↑ Use sunscreen

⁶See 2017 YRBS Results WI High School Trend Analysis Report. While all of these questions are analyzed in a report dating back to 1993, note that not all questions have been in the survey since 1993.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Michelle Pukita
Date: June 12, 2018
Re: Staff and Program Highlights

- **End of Year Celebration:**

On Thursday, June 7th, the last day of school, MES celebrated accomplishments of the students by having a MES Superhero Awards Celebration. Students were recognized for school activities they participated in that went above and beyond their normal responsibilities. This celebration was an opportunity to recognize the unsung heroes; those kids who come to school, work hard, and are kind every day. Here were the awards that were given out for each classroom, based on the MES character traits:

Champions of Respect - a student who always shows others consideration and honor

Warriors of Responsibility - a student who always has their work done, is prepared and on time

Amazing Perseverance - a student who has overcome obstacles to improve greatly academically, socially, and/or emotionally

Captain Compassion - a student who shows kindness, caring and a willingness to help everyone

Super Citizens - a student who does their best to make MES a better place

A special thank you to Janet Huebner, Sarah Bortle, Jen Rosin., Cathy McCoy., Andrea Whitman, and Corrie Ziemer for organizing this great celebration.





- **End of Year Fun Day**

This was a great way to celebrate the end of the year. The children enjoyed all the exciting stations. The bouncy house was a great success. Thank you to the PTO for organizing this event. Thank you to all the volunteers who helped at the various stations.

- **Fang Reading Club:** The students who met the classroom teacher's reading goal attended a Timber Rattler Baseball Game on June 2. This included a free ticket to get into the game, a free hotdog and soda. Unfortunately, the game was rained out. All students and their families will be able to attend any remaining Timber Rattlers home game. Thank you to Jen Krueger for organizing this with the Timber Rattler's team and for organizing the collection of book minutes students were reading to see who was eligible for this reward.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

Date: 6/11/2018

Re: June Staff and Program Highlights

U.W. - Stevens Point Job Fair: Principal Wolfgram attended the U.W. - Stevens Point School of Education Teacher Job Fair on Friday, May 18. Several candidates were spoken to regarding the current openings in the District.

Class of 2018 Celebrates Graduation: For sixty-one graduating seniors, a journey into adulthood has officially begun. On Friday, May 25th, Little Wolf Jr./Sr. High School celebrated its 3rd Annual Senior Walk and the following day recognized the seniors in the 129th commencement exercises.

The Senior Walk originated with the graduating class of 2016. The event provides reflection for the departing seniors, while also inspiring the little ones who still have a way to go in their school careers. The Manawa Pep Band led a processional through Little Wolf Jr./Sr. High School and then traveled to the halls of Manawa Elementary School. The next day, the high school gymnasium was filled with family, friends and community members that witnessed the thrilling graduation event.



The class of 2018 marks the first class to be recognized academically through the Laude system. A Laude system is a way to recognize academic honors in graduates. Although the Latin origins of Laude systems in universities dates back 150 years, there is no “one true system” or universal Laude system. The School District of Manawa Laude System is a point-based system that combines honor points (based on designated honors courses taken) and cumulative grade point average to create a Laude Score. The Laude Score determines which Laude rank a student falls under at graduation. The three categories for graduates are as follows: Cum Laude (with honor/distinction), Magna Cum Laude (with great honor/distinction) and Summa Cum Laude (with highest honor/distinction).

Samantha Struzynski, the highest-ranking senior in the Summa Cum Laude category spoke on behalf of the senior class along with Summa Cum Laude representative Ethan Michalowski, and class president Megan Pethke. The ceremony also featured a senior slideshow that provided a visual history of the class of 2018 beginning with elementary school. District Administrator for the School District of Manawa Dr. Melanie Oppor and Principal Dan Wolfgram delivered speeches that spoke of the future and the importance of remembering your “home” and taking “small steps.”

7th Grade Orientation - Thursday, May 31st: To ease the transition of next year’s 7th-grade class to the Jr./Sr. High School, school counselor Janine Connolly, Principal Wolfgram, and select student council members provided an afternoon tour and Q & A session for incoming students.

Student Recognition: On Friday, June 1st, members of the state-bound golf team, track team, and FFA were all recognized by a parade around the school hallways. The pep band leads the procession and staff and students have found this a fitting tribute. These parades provide appropriate student recognition and minimize the loss of instructional time.



8th Grade Recognition - Tuesday, June 5: Principal Wolfgram participated and spoke at the 8th-grade recognition ceremony highlighting the achievements of many of our brightest and best students. Thanks to the Jr. high staff for their hard work and dedication.

Hiring: Interviews for the openings in high school social studies and vocal music are underway. First round interviews were concluded for social studies and two candidates have been moved forward to the administrative team for consideration. First-round vocal music interviews will take place on Friday, June 15.

Summer School: Summer School is underway with classes at the high school. Classes include credit recovery, weightlifting, driver's education, and a life skills class with our special needs students. The elementary school is also using our FACE room facility for a cooking class.



May/ June, 2018

Subject: Transportation update, May/ June, 2018

To: Manawa School District

The Manawa School District completed 46 Trips during the month of May & June. These involved school field trips and sporting events.

Sherida stayed busy with the scheduling, cancellations, and re-scheduling of buses for all levels of track, baseball, and softball. Drivers remained patient and flexible with their schedules during the many changes.

On May 11th, Sherida took all drivers to an appreciation breakfast at the Daily Grind restaurant. Ruth Boerst coordinated a thermal coffee mug purchase that allowed Kobussen to purchase 20 of these mugs to hand out to the drivers for a job well done this school year.

Driver, Ken Ziereis was recognized by the Manawa School Board for a job well done in reference to a field trip that he drove this spring. Ken is a full-time driver for Kobussen and services our Valley Packaging routes, as well as substituting on Manawa School District trips and routes as needed. Ken continues to be a leader within the company and is a fantastic driver and person.

Respectfully Submitted,

Casey Fields
Regional Manager
Kobussen Buses LTD

W914 County Road CE • Kaukauna, WI 54130

Phone: 920-766-0606 / 920-538-1719

casey.fields@kobussen.com



To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 6/12/18
Re: Special Ed/Curriculum Update

Special Education

- Preliminary schedules for teachers and students in both buildings have been completed. We hope that when the fall rolls around we don't need to make too many changes. We were able to be strategic with our use of adults.
- We were able to schedule students and adults in the Paving the Way lab next year. We are excited to utilize the building more than this year.
- The glass on the inside of the oven door at Paving the Way shattered during a summer school cooking activity. Mr. Carson contacted a parent who donated the oven to the program in order to see if it is under warranty.
- Teachers were given their caseloads for next year this week.
- I was asked to co-present at 2 workshops over the summer. The first is a data cleanup session at the SEEDS User Conference. SEEDS is the paperwork system that we use for special education paperwork. The second opportunity is I've been asked to develop and present a 2 day workshop at the School District of Marshfield. Another director and I are planning information on RDA (Reading Drives Achievement) and how to implement strategies to improve reading achievement. We are excited to try out activities that I planning to do with the Manawa and Iola staff next year. I am honored to be asked and to spread the word of all the awesome stuff we are doing here in Manawa.
- I am working with Mr. Carson and Mrs. Anderson to revamp their programs this summer. Mr. Carson is developing programming down at Paving the Way and Mrs. Anderson is working on a program for students with more significant disabilities at the elementary level. Both teachers seem to be re-energized by the prospect of retooling their teaching.

Curriculum

- Curriculum writing is well underway in the areas of science, CTE, and PE. I met with all teachers prior to the end of the year to schedule working day and to lend any support needed. Some teachers chose to work independently while others scheduled work days so I am available for support.
- This is the first summer that special education teachers will begin curriculum writing. They are focusing on social, life, and transition skills courses.
- I will be scheduling days to work on the PD plan with the team.
- DPI released Social-Emotional Learning standards. These standards go right along with our PD focus of relationship building. I will bring the standards to the curriculum committee this summer. There are workshops planned the fall for planning that I am hoping to bring a group of teachers from each building to.

Technology Board Report

June 15, 2018



Summer Planning

Summer Purchasing: Seven vendors have been contacted to submit quotes on key technology equipment to prepare for the 2018-19 school year. Equipment includes:

- Student Chromebooks
- Staff Laptops
- Admin Laptops - Three devices
- Sharp Aquos Boards

We should have the best prices from vendors in the next two weeks. This will allow us to place the order as close to July 1 as possible.

IT Leases

Long Term Estimates: We analyzed the estimate impact on the IT budget the leases will have on our budget for the next few years. The 2018-19 school year will see a peak of \$74K as we will be paying for four leases. However, the 2019-20 school year we will finish paying off two of our leases. This will leave room in the budget for major projects such as WiFi access point upgrades in 2019-20.

The \$16K is an estimate for each school year. We may expect an increase annually depending on equipment costs.

	Total	OTG	DELL	17-20 Lease	18-21 Lease	19-22 Lease	20-23 Lease	21-24 Lease	22-25 Lease	23-26 Lease
2016-17	\$44,518	\$12,103	\$32,415							
2017-18	\$58,189	\$12,103	\$32,415	\$13,671						
2018-19	\$74,189	\$12,103	\$32,415	\$13,671	\$16,000					
2019-20	\$45,671			\$13,671	\$16,000	\$16,000				
2020-21	\$48,000				\$16,000	\$16,000	\$16,000			
2021-22	\$48,000					\$16,000	\$16,000	\$16,000		
2122-23	\$48,000						\$16,000	\$16,000	\$16,000	
2023-24	\$48,000							\$16,000	\$16,000	\$16,000

Technology Board Report

June 15, 2018



Server Upgrades

Project Planning: I am planning to upgrade the operating system of our core servers. This will be done with consultation from CESA 6 and possibly EO Johnson. We will experience some network and printing downtime with these upgrades. We will work around summer school and admins.

Network Operations

Summer WiFi Changes: There are some changes could be made to improve WiFi connect issues in both buildings. These changes will be made and tested during the summer when it will not affect classes.

Minutes of the June 13, 2018 Curriculum Committee Meeting

Call to order at 4:16 p.m. by Chair Scheller

Board Committee Members: Scheller (C), Pohl

In Attendance: D. Brauer, M. Oppor, S. Riske, J. Gast, J. Johnson

1. Title I School-Wide Program Plan – Jackie Gast Informational

2. LWJSHS Student Handbook SY201819

Actionable: Pohl/Scheller motion to recommend the 2018-2019 Junior High-Senior High School Handbook as currently amended to BOE

3. MES Student Handbook SY201819

Actionable: Pohl/Scheller motion to recommend the 2018-2019 Elementary School Handbook as currently amended to BOE

Next Meeting Date: Monday July 9 at 4:00 p.m.

Scheller/Pohl motion to adjourn at 5:24 p.m.

Submitted by H. Pohl

Minutes of the June 12, 2018 Finance Committee Meeting

Call to Order at 5:30 p.m. by Chair Pohl

Present: Pohl, J. Johnson, Scheller, Mrs. O'Brien, Dr. Oppor. R. Johnson absent and excused.

1. Financial Reports Informational.
2. Salary Advancement Model: Informational.
3. Wage Equalization Requests:
 - a. Set Athletic Director Stipend: Motion by Pohl/J. Johnson to set the stipend at \$15,000 for the Athletic Director with the revised job description. Motion carried.
 - b. Adjust PI-34 Mentor Stipend: Motion by J. Johnson to adjust stipend guide to reflect and increase to \$250 per mentee. Motion by Pohl/J. Johnson to make PI-34 Mentor Stipend change retroactive to the 2017-18 SY. Motion carried.
 - c. Reduction of Para-Educators Memo: Motion by Pohl/J. Johnson to recommend to full Board reduction of Special Education Para-Educator. Motion carried.
 - d. Other: Motion by J. Johnson/Pohl to recommend to full Board proposed changes to Staff and Program Changes as presented. Motion carried.
4. Wage and Benefit Projections: Informational.
5. N.E.W. Occupational Therapy Contract Renewal for SY1819: Motion by J. Johnson/Pohl to recommend N.E.W. Occupational Therapy Contract Renewal for SY1819 to full Board. Motion carried.
6. Fundraisers Approval SY201819: Motion by J. Johnson/Pohl to recommend updated Fundraisers for SY201819 to full Board as presented. Motion carried.
7. Safety Grant: Informational.

Next Finance Committee Meeting Date: July 12, 2018 at 6 p.m. in the MES Board Room

Motion by: J. Johnson/Pohl to adjourn 7:13 p.m.

Joanne L. Johnson, Recorder

Minutes of the June 14, 2018 Buildings & Grounds Committee Meeting

Call to order at 6:00 p.m. by Chair Russ Johnson

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

1. Securing Former Elementary School Building to Prevent Liability Risks - Information
2. Fire Department Inspection (Information)
3. Natural Gas Leak on H.S. Boiler (Information: One is shut down and being fixed, the other is working great.
4. SY1718 Maintenance Budget (Information)
 - a. General Budget
 - b. Edger
 - c. Resurface Track
 - d. Spare Lawnmower Blades
 - e. Roof Leaks
 - f. Board Room Furniture
 - g. Other – talked about office carpeting
5. Update on Energy Efficiency Projects
 - a. Process for Change Orders: Motion by Forbes / Scheller to approve the change order process to the full Board as presented. Motion carried.
 - b. MES Boilers and Water Heaters (low voltage error message on boilers) – being worked on
 - c. Additional Projects 2018-19: MES Chiller, Windows, Lighting and MES Secured Entrance – being done this summer

Next Meeting Date: Will be set at the July 16, 2018 Regular BOE Meeting

Stan Forbes, Recorder

Minutes of the June 13, 2018 Policy & Human Resources Committee Meeting

Called to Order at 5:31 p.m. by Chair Pethke

In attendance: Pethke, Forbes, J. Johnson, Dr. Oppor, Scheller, Stephanie Riske.

1. Approve revised Professional Educator Handbook Curriculum Reference on Page 19: Motion by J. Johnson/Forbes to recommend revised Professional Educator Handbook Curriculum Reference on Page 19 to the full Board as presented. Motion carried.
2. Administrative Guidelines 4000's: Motion by J. Johnson/Forbes to recommend to the full Board as presented. Motion carried.
3. Athletic Director's Updated Job Description: Informational.
4. Administrative Guidelines 9000's: Motion by J. Johnson/Forbes to recommend to full Board as presented. Motion carried.

Next meeting date: July 11, 2018 at 5:00 p.m.

Motion by J. Johnson/Forbes to adjourn at 6:22 p.m. Motion carried.

J. Johnson, Recording Secretary

Minutes of the June 14, 2018 Ad Hoc Recognition Committee Meeting

Call to Order at 5:00 p.m. by J. Johnson

Present: J. Johnson, Dr. Oppor, Mrs. O'Brien. A quorum did not appear to be present, so no formal motions were made nor passed.

1. Review Recognition Program & Make Recommendations for 2018-19:
 - a. Guidelines for Awards: Suggestions include:
 - a. written list of rules
 - b. no more than once every five years as a recipient
 - c. have past five years award recipients listed on the application
 - b. Invitations: No changes to invitations, just making sure that bus drivers receive their invitations
 - c. Guest List: Invite Town Chairs, making sure bus drivers are included
 - d. Menu & Ordering Food: Visit this closer to next year's date
 - e. Program: Staff feedback reviewed
 - f. Accomplishment Insert: Reorganize the order, perhaps by activity
 - g. Other: Mr. Mortenson had suggested that Thrivent will make a "In Faith Donation" of \$500 per award recipient to a charity of their choosing. Mrs. O'Brien will let him know that the committee does not have objections to this. Look into Alumni Award next year.
2. Fill Vacancies on the Committee: Tracy Konkol is HS Rep. Mrs. O'Brien will speak with the suggested support staff member to see if she is willing to be a part of the committee.
3. Next Meeting Date: TBD

Adjourn 5:55 p.m.

Joanne L. Johnson, Recorder



School District of Manawa
Health Services

MEDICAL ADVISORY AGREEMENT

2018-2019 School year

Title: School Medical Advisor

Prerequisites: Licensed to practice medicine in Wisconsin
Expertise in Family Practice and/or Pediatric Care

I, the undersigned, agree to serve as Volunteer Medical Advisor of the School District of Manawa. I understand this agreement is on a consultation basis and does not require direct care.

Responsibilities:

1. Advise administration and School Board regarding medical and mental health issues concerning students on an as needed basis;
2. Promote communication between the school district and primary care physicians, medical specialists and health care facilities regarding treatment plans for students;
3. Serve as consultant in prevention, identification and control of communicable disease(s);
4. Serve as an expert medical witness on the school district's behalf, if it is deemed appropriate to do so;
5. Serve as a subject matter expert to administration regarding policies and procedures on student health, including but not limited to: management of serious physical and emotional problems, communicable disease control, health screenings, environmental hazards, first aid, automated external defibrillator protocols, accident prevention, and emergency care;
6. Provide written standing orders when applicable;
7. Provide consultation to School District of Manawa District nurse as needed, including annual review of Clinical Guidelines for School Nurses (www.schoolnurse.com);
8. Be available for consultation in emergencies.

Signatures:

Physician Steven Goedden MD Date 6/4/18

Physician Signature: [Signature]

District Administrator Melanie J. Gannon Date 6-6-18

Epinephrine Standing Order Protocol

I, the undersigned Physician, for the purpose of facilitating the use of epinephrine in the case of anaphylaxis, a life-threatening allergic reaction, in individuals and in compliance with all applicable state laws and regulations, issue this epinephrine standing order Protocol ("Protocol") on the following terms:

Physician License: I represent that I: (a) am licensed to prescribe legal drugs in this state as set forth below; (b) am qualified to practice medicine in this state; and (c) am in good standing with the appropriate professional licensing board.

Epinephrine: This Protocol constitutes my standing order for the treatment of anaphylaxis and the use of epinephrine in emergency situations as further described below in a school setting.

Delegation: I, the undersigned Physician, delegate authority to all appropriate medical and school personnel employed by or acting on behalf of the below described school system,

Issued to: The School District of Manawa

Name of School/District

800 Beech St

Street Address

Manawa, WI 54049

City, Zip Code

Standing Order: All appropriate medical and school personnel (including, but not limited to, any Registered Nurse) employed by or acting on behalf of the school system may administer epinephrine via an undesignated epinephrine auto-injector to an individual using professional judgment if an individual is experiencing a potentially life-threatening allergic reaction (anaphylaxis).

Emergency Treatment Procedures: The following treatment Protocol will be utilized to manage anaphylactic reactions. Anaphylaxis is a life-threatening allergic reaction that is rapid in onset. Anaphylaxis is described as the sudden onset of generalized itching, erythema (redness), or urticaria (hives); angioedema (swelling of the lips, face, or throat); severe bronchospasm (wheezing); shortness of breath; shock; severe abdominal cramping; or cardiovascular collapse.

- Symptoms:** If itching and swelling are confined to a localized area, observe the patient closely for the development of generalized symptoms. If symptoms are generalized as described above call 911 (this should be accomplished by a second person while the individual is being evaluated and managed by the first person).
- Dosage:** If conditions of anaphylaxis are developing or present themselves, administer epinephrine USP as epinephrine auto-injector, EpiPen® (epinephrine injection, USP) or EpiPen Jr.® (epinephrine injection, USP) Auto-Injector, intramuscularly into the anterolateral aspect of the thigh (through clothing if necessary). Selection of the appropriate dosage strength (EpiPen® 0.3 mg or EpiPen Jr.® 0.15 mg) is determined according to patient body weight, as discussed in the product labeling.
 - For individuals 33 to 66 pounds, use one EpiPen Jr.® (0.15 mL epinephrine injection) Auto-Injector to deliver 0.15 mg of epinephrine injection.
 - For individuals approximately 66 pounds and greater, use one EpiPen® (0.3 mL epinephrine injection) Auto-Injector to deliver 0.3 mg of epinephrine injection.
 - Note: using two 0.15 mg doses to obtain 0.3 mg dose is permissible.*
- Monitoring:** Closely monitor the individual until EMS arrives. Perform CPR and defibrillation if needed. Keep the individual supine (laying on their back) unless he/she is having difficulty breathing.
- Frequency:** A second dose of epinephrine auto-injector may be repeated 5-20 minutes after first dose. More than two sequential doses of epinephrine for the same episode should be administered only under direct medical supervision.
- Referral:** The individual must be referred to a physician for medical evaluation, even if symptoms resolve completely. Symptoms may recur after the epinephrine wears off, as much as 24 hours later.
- Documentation and Notification:** Document the details of the incident and notify the individual's parent, guardian, or caretaker and primary care physician as soon as possible.

In every case, emergency services must be contacted as soon as possible by calling 911 or local emergency medical services.

Steven Suedler MD
Medical Advisor (printed name)

Steven Suedler MD
Medical Advisor Signature

6/4/18
Date

Indications

EpiPen® (epinephrine injection, USP) 0.3 mg and EpiPen Jr® (epinephrine injection, USP) 0.16 mg Auto-Injectors are indicated in the emergency treatment of Type I allergic reactions, including anaphylaxis, to allergens, idiopathic and exercise-induced anaphylaxis, and in patients with a history or increased risk of anaphylactic reactions. Selection of the appropriate dosage strength is determined according to body weight.

Important Safety Information

EpiPen® and EpiPen Jr® Auto-Injectors are intended for immediate administration as emergency supportive therapy only and are not intended as a substitute for immediate medical or hospital care. In conjunction with the administration of epinephrine, the patient should seek immediate medical or hospital care. More than two sequential doses of epinephrine should only be administered under direct medical supervision.

EpiPen® and EpiPen Jr® should only be injected into the anterolateral aspect of the thigh. Do not inject intravenously, into buttock, or into digits, hands, or feet. Instruct caregivers to hold the leg of young children firmly in place and limit movement prior to and during injection to minimize risk of injection-related injury.

Rare cases of serious skin and soft tissue infections have been reported following epinephrine injection. Advise patients to seek medical care if they develop symptoms of infection such as persistent redness, warmth, swelling, or tenderness at the injection site.

Epinephrine should be used with caution in patients with heart disease, and in patients who are on drugs that may sensitize the heart to arrhythmias, because it may precipitate or aggravate angina pectoris and produce ventricular arrhythmias. Arrhythmias, including fatal ventricular fibrillation, have been reported, particularly in patients with underlying cardiac disease or taking cardiac glycosides, diuretics, or anti-arrhythmics.

Patients with certain medical conditions or who take certain medications for allergies, depression, thyroid disorders, diabetes, and hypertension, may be at greater risk for adverse reactions. Common adverse reactions to epinephrine include anxiety, apprehensiveness, restlessness, tremor, weakness, dizziness, sweating, palpitations, pallor, nausea and vomiting, headache, and/or respiratory difficulties.

Please see the full Prescribing Information and Patient Information.

For additional information please contact us at 800-396-3376.

You are encouraged to report negative side effects of prescription drugs to the FDA.

Visit www.fda.gov/medwatch or call 1-800-FDA-1088.

EpiPen®, EpiPen Jr®, EpiPen 2-Pak®, EpiPen Jr 2-Pak® and EpiPen Schools® are registered trademarks owned by the Mylan companies.

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EPI-2017-0141



School District of Manawa
Health Services

I the undersigned Medical Advisor for the purpose of facilitating first aid treatment issue this protocol which approves and orders that the School District of Manawa shall adopt the WISHeS illness and injury protocols as standing orders for the 2018-2019 school year.

I delegate authority to all appropriate medical and school personnel employed by or acting on behalf of the School District of Manawa to provide treatment to students per WISHeS illness and injury protocols.

Steven Goedderz, M.D.

Medical Advisor (printed name)

A handwritten signature in black ink, appearing to read 'S. Goedderz, M.D.', written over a horizontal line.

Medical Advisor Signature

6/4/18

Date

Agreement for Services

AGREEMENT made effective this 6 day of June, 2018, between Orthopedic & Spine Therapy (OST) at 1620 N. Shawano Street, New London, Wisconsin, 54961 and the Little Wolf School District ("the District"), 515 East 4th Street, Manawa, Wisconsin, 54949.

RECITALS:

1. The District desires to engage the services of OST for the purpose of providing the services of a Certified Athletic Trainer ("ATC") at the District's facility known as the Little Wolf High School during the 2018-19 school year.
2. OST is willing to provide the services of an ATC upon the following terms and conditions and the District is willing to engage OST on said terms and conditions.

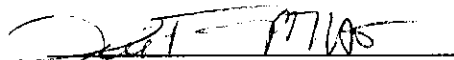
For a good and valuable consideration, including the above Recitals, the parties agree as follows:

- A. The District shall provide all necessary supplies and equipment for the ATC.
- B. OST shall provide the District with the services of ATC at the District's High School facilities.
 1. All supervision of the ATC will be provided by OST. The ATC will meet minimum standards of job description and certification.
 2. OST shall obtain and maintain, at its sole cost and expense, professional liability insurance covering its employees.
- C. The District recognizes that it will pay judgment for damages and cost against its officers, employees and agents arising out of their activities while within the scope of their assigned responsibility in the athletic training program at Little Wolf High School.
- D. The ATC will provide the District with the following services:
 1. ATC will be present at Little Wolf High School one day per week for approximately one hour per day during the traditional academic year.
 2. ATC will be present at all home varsity and junior varsity football games, and home High School and Middle School wrestling competitions (or arrange for other medical care if unable to be present.)
 3. Presentations will be provided on Athletic Director's request for parents, coaches or faculty at Little Wolf High School.
- E. The term of this Agreement shall begin on this 1st day of August, 2018, and terminate on June 5th, 2019.
- F. The District shall pay to OST the sum of \$300 for services provided by OST.
 1. In addition, free of charge, OST signs will be placed on the football field and in the field house.
 2. Two announcements will be placed in the school newsletter acknowledging that athletic training room services are provided by OST.

3. Announcements, free of charge, to be placed in programs for all sports, acknowledging that athletic training services are provided by OST.
 4. Cash amount shall be payable \$300 on October 1, 2018. In the event that the district shall require the service of the ATC from OST for special athletic or sporting events, services for such special events shall be paid at the rate of \$25 per hours for said events, and must be requested at least thirty (30) days prior to the event.
 5. Annual Athletic Passes for 2 adults and 3 children.
- G. This Agreement represents the entire understanding between the parties regarding the subject matter hereof. This Agreement shall not be amended, altered or modified except by a written instrument signed by both parties hereto. The waiver by either party of any breach of the provisions of the Agreement shall not be deemed a waiver of any subsequent breach. This Agreement shall not be assignable by either party without the written consent of the other party.
- H. The District and OST agree there shall be no discrimination against students on the basis of the students' or ATC's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.


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

Orthopedic & Spine Therapy



Jill Timm, PT, LAT

Little Wolf High School



Melanie J. Popper
District Administrator
(Title)
School District of
Manawa

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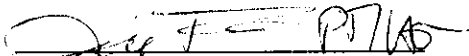
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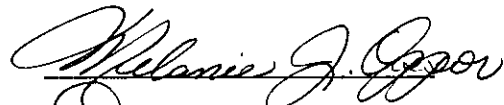
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The parties signed this Agreement effective the day and year first above written.

Orthopedic & Spine Therapy


Jill Timm, PT, LAT

Little Wolf High School


District Administrator
(Title)
School District of
Manawa

Memo

To: Dr. Oppor, Manawa BOE
From: Danni Brauer
Date: June 8, 2018
Re: Para-educator Resignation

This memo is to explain the rationale for not filling the para-educator position left vacant by Lindsay VandenLangenberg's resignation.

In the past, the School District of Manawa's Early Childhood program serviced both students with Significant Developmental Delays and students with Speech and Language Disabilities. This created 2 (1 morning and 1 afternoon) groups averaging 6 students. This group size required a teacher and para-educator to effectively manage the classes. These students often did not attend the full four-year-old kindergarten class instead they went to half of 4K.

After researching legalities and best practice around Early Childhood Special Education, the district has changed to a different model. Now, three year-old children who qualify with a Speech and Language Disability receive therapy from the Speech and Language Pathologist on an itinerant basis. Only students with Significant Developmental Delays are serviced in the Early Childhood Special Education Program.

The projected Early Childhood Special Education class for the 2018-19 school year is one group of two (2) students. These students will attend the three-hour morning session of Early Childhood Special Education. There will be two (2) students with Significant Developmental Delays who will attend 4K in the afternoon when the Early Childhood Special Education Teacher will team teach for 2.5 hours of the 3-hour class. The other half hour in the afternoon will include the teacher going into a kindergarten class to support one student with a Significant Developmental Delay. This schedule will allow the current Early Childhood Special Education para-educator to move into Lindsay's current position with no need to hire to fill a para-educator vacancy.

Using the new model the district provides more equitable services in each child's least restrictive environment while being fiscally responsible.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

From: Danni Brauer & Michelle Pukita

Date: June 12, 2018

Re: Recommendation to transfer Instructional Paraprofessional to the Special Education Teacher

We are writing this memo to formally recommend Kathryn Sitter for the Special Education Teacher beginning the 2018-2019 school year. We had very few applicants for the teaching position and those who did apply did not have the qualifications nor would be a good fit for Manawa Elementary.

Ms. Sitter will be doing the Residency In Teacher Education (RITE) Cross Categorical Special Education ParaHybrid program to obtain her Special Education License. Ms. Sitter will begin the 10-month program in August 2018.

The RITE program is a Wisconsin Public Instruction (DPI) approved alternative pathway to teacher licensure in the State of Wisconsin. In order to meet the educational needs of Wisconsin school students, RITE's mission is to grow highly-qualified and effective teachers to work in teacher-shortage areas in Wisconsin's school districts. The RITE program provides formal instruction in the planning and delivery of effective instructional practices, assessment of student progress, classroom management and education technology.

The ParaHybrid residency option is a combination between a paraprofessional position and student teaching placement over the course of an entire school year. In this residency option a school district and the RITE program work in partnership to "Grow a New Teacher" in a cost-effective way. Requirements for teacher candidates working in a ParaHybrid include gaining first-hand knowledge and experience in:

- General Classroom Pedagogy (*from beginning of school year - year end*)
- Evidence Based Practices & Effective Instructional Strategies when working with students with special needs
- Preparation and implementation of lesson plans
- Co-Teaching, Team teaching and Solo teaching experience
- District testing and assessment procedures and tools
- IEP Process

Using the ParaHybrid option is a cost savings to the district of \$16,605 in the 2018-19 fiscal year budget. Ms. Sitter will be paid the \$14.73/hourly paraprofessional rate for 8 hours/day. She will work the same number of days in a teacher contract (188) in order for her to participate in professional development opportunities and PLC meetings. When Ms. Sitter completes the program, she will be a fully licensed cross-categorical special education teacher. Should the district determine there is a continued staffing need for a special education teacher for 2019-20, Ms. Sitter would then be qualified to apply for the position. Her work in the role would position her well to be a strong contender for a future position and would enable her to continue the work she has started.

Ms. Brauer will work closely with Ms. Sitter during the school year in order to train her with writing IEP paperwork and effective teaching strategies. There will be a coaching schedule set up prior to the school year starting to ensure Ms. Sitter has adequate support from administration. Mrs. Anderson will also meet with Ms. Sitter regularly to provide collegial support and peer mentoring.

Ms. Sitter has subbed for the School District of Manawa during the 2017-2018 school year. Ms. Sitter also is a substitute bus driver for Kobussen Buses during the 2017-2018 school year. Ms. Sitter was an in-home child care provider for three and a half years. She, also, works as the 4K-K Sunday School teacher and Sunday School Superintendent for Saint Paul's Lutheran Church.

Ms. Sitter has learned many valuable skills from her various positions. Ms. Sitter has worked with a variety of age groups. Ms. Sitter has experience with working with children of varied learning capabilities. Ms. Sitter has also organized materials for many classrooms for the Sunday School program.

Ms. Sitter previous supervisors and colleagues have stated she is dependable, creative, generous, and good at communicating. They also stated Ms. Sitter works as a team player.

Ms. Sitter holds a bachelor's degree from the University of Wisconsin-Stevens Point, majoring in communications.

Staff or Program Change	Addition	Reduction	Jun-18	Rationale
Decreasing current grade 3 from three (3) sections to two (2) sections; this reduces 1.0 FTE teaching position	0	64,276	\$0.00	Declining enrollment; number of gr. 3 students = 55; teachers will be transferred to fill positions (One elementary teacher is on a one-year contract.)
Increase 1.0 FTE Special Education Teacher at MES.	\$64,276.00		\$0.00	Increased caseloads are a result of having Tier 3 interventions resulting in students being referred and qualifying for Specific Learning Disability. (See attachment for breakdown of teacher/student ratios and rationale.)
Add Instructional Paraprofessional under the direction of the Interventionist for a total of 28.75 hours per week	\$15,970.36		\$15,970.36	The paraprofessional would work under the direction of the Interventionist and support Tier 2 interventions (groups of 3-5 students) in grades K-3 to front-end load the support and provide ongoing support in upper grades as needed. This would allow time for current reading and math interventionists to provide Tier 3 support to students in need. These interventions require a licensed teacher and are one-on-one. This paraprofessional would be assigned recess duty. The additional hire would free up time for the current math interventionist to devote start-up time to the G/T program. It would allow time for RtI documentation that is critical for the program. The reading specialist, who currently does interventions, would have more time to provide coaching and instructional support to all teachers K-12.
			-\$18,004.00	Para resignation
Athletic Director no longer needed for MES recess duty if added aide is hired		3000	\$3,189.00	AD: \$9,411 incr to \$15,000 = + \$5,589 Recess, after-school (50 hours @ \$12 = \$600) , field work: \$3,016 (save \$2,400)
Reduce Wolf Pack Express to bi-monthly publication		10,000	-\$10,000.00	Assess communication options for reaching all stakeholders.
Increase the amount of health insurance deductible paid by staff from \$300/\$600 to \$400/\$800		8,900	\$0.00	This amount could be FLEXed by staff for a 33% savings (Due to FLEX being disrupted, leave the same for 2018-19)
Increase Wellness Program incentives			\$0.00	
Employee Insurances			\$30,833.00	Insurance changes including all staffing changes (if all 4 new hires elect family coverage)
Health insurance rates increase	140,000			According to M3, the health insurance rate is predicted to increase by 10%.
Dental insurance rate increase	2,710			\$90,328; staff pay 10%
Dental insurance deductible increase		5,024		Increase employee contribution from 10% of premium to 14%.
Vision insurance rate increase	236			\$7877; staff pay 10 %; 3% increase
Vision insurance deductible increase		438		Increase employee contribution from 10% of premium to 14%.
			\$109,691.00	Increase in Wages: 3-year On Ramp - includes all staffing changes
Budget capacity for wage increase for all employee groups	74,884			CPI is trending around 2%; this is building budget capacity for a possible increase but is NOT approving a pay increase for any group. This process will be done separately by the Board.
PACE	44,000			55 teachers * \$800 (Final year of current program; program is up for re-evaluation.)
Increase to per pupil aid		150,000	-\$150,000.00	Per the state budget
CESA School Psychologist contract reduced from 4 times per month to 2 times per month		11,700	-\$23,400.00	Contract with a school psychologist from a neighboring school district for an hourly amount
CESA SPED/Curriculum Director eliminated from CESA contract		150,520	-\$12,520.00	SPED/Curriculum Director - restructure of CESA #6 contract
Add 1.0 FTE SDM SPED/Curriculum Director hired directly through the District	122,000			\$92,000 Gross wage, single benefits, and support (network, conferences, etc.)
Property Insurance	3,400		\$3,400.00	3% increase
Utilities	6,000		\$6,000.00	Probable increase of 3%, also an increase in efficiency at MES
Transportation		50,000	-\$50,000.00	Reduction of 1 route; Kobussen anticipates the retirement of a driver so the reduction is part of attrition.
Limit WASB convention attendance		775		WASB is \$775/person (limit 5; 2 admin, 3 BOE)
Supplies (400 Objects) 10% cut		50,000		Across the board 10% cut in supplies
			-\$15,000.00	300: -25,000 400: \$10,000 500: \$0 600-999: bus payment 148,800, SPED transfer 531,943, charge-back 83,402 (\$233,349)

Declining Enrollment	5,000			\$90,000.00	<p>Graduating Class of 2018 = 63 Incoming 9th graders from St. Paul = 6 EC & 4K to 5K = 36 Incoming 4K&EC = 35 (0.6) Total = -2 FTE up to -7</p>
Support for Expelled Students	0				After hours at PAES Lab; use existing personnel- adjusted day contract; security concerns; declined by public library and city hall as off-sites; an hour a day for 180 days; PAES Lab charge to pay Fund 27 from 10 (staffing 22,500) (cost of location-1080) (Cost expected to be about \$23,580.)
WiFi Hotspots for students without internet at home	5,000				12 person pilot
Part-time custodian retirement				-\$8,019.00	
On-call Substitute					\$110 a day; dollars in substitute teacher payroll WUFAR code; should be cost neutral
Total Additions	483,476				
Total Reductions		504,633			
		-21,157		-\$27,859.64	Wages for support staff, administration, and new hires have yet to be addressed.

N.E.W. REHAB Company
307 Smith Street
New London, WI 54961

Therapy Services Agreement
2018-2019 School Year

This agreement made this 10th day of May, 2018 between N.E.W. Rehab Company (Provider) of Therapy Services, whose address is 307 Smith Street, New London, Wisconsin 54961 and the School District of Manawa (District), for the provision of the professional services identified below:

 X Occupational Therapy

1. TERM

This Agreement shall be for the school year of 2018-2019. In the event that a therapist is unavailable, every attempt will be made to provide a substitute therapist. If a therapist is unavailable for an extended period of time, either party may at any time during the term of the Agreement, upon thirty (30) day written notice to the other party terminate this Agreement. At the end of the thirty (30) day period, this Agreement shall terminate for all purposes, if the obligations arising from the contract have been met by both parties.

2. SERVICES

Provider agrees to provide such services as stated above in compliance with Federal, State, local government or agency, including current licensure by the Department of Public Instruction. Provider will maintain record of the services provided as required by any Federal, State, local government or agency. All therapists will maintain and provide proof of proper licensure as required by Federal and State, local government or accrediting agency.

3. COMPENSATION

In the event the District fails to pay compensation to Provider within said thirty (30) days, interest at the rate of eighteen percent (18%) per annum shall be charged on the outstanding balance and the Customer hereby agrees to pay any and all costs of collection, including, but not limited to, reasonable attorneys fees.

4. SCHEDULE OF CHARGES:

\$58.00 per hour for an Occupational Therapist

Travel time within the district will be billed at the per hour rate. Mileage within the district will be billed at the IRS rate. If a therapist is scheduled for a partial day, travel time and mileage will be billed to the District unless it is the first stop of the day.

5. EQUIPMENT, MATERIALS AND WORKSPACE

The school will provide basic equipment and supplies.

6. INSURANCE

Provider will maintain and provide proof of professional liability insurance, with a minimum amount of \$1,000,000.00 for each incident and \$3,000,000.00 annual aggregate to cover any claims arising out of performance of the services under this Agreement. Provider will also maintain Worker's Compensation Insurance on its employees as required by Federal and State Regulations.

7. APPLICABLE LAW

The laws of the state of Wisconsin shall govern this agreement.

8. INDEMNIFICATION

Each party agrees to indemnify and hold harmless the other party, including the parent, directors, officers, agents and employees thereof, from all claims, suits, and judgments arising from the indemnifying party's neglect and/or intentional acts and omissions in the performance of the duties prescribed in this Agreement. Each party shall give the other immediate written notice of any claim, suit, or demand, which may be subject to this provision.

9. NON-COMPETE CONTRACT CLAUSE

District agrees not to recruit, contract, subcontract or hire any therapy staff providing services to District on behalf of Provider, or any entity whether it be an LLC, corporation or sole proprietorship, which employs any therapy staff which provided services to District on behalf of Provider, for a period of one year after the termination of this contract, unless agrees upon in writing by Provider and a fee paid to Provider of not less than one years contract rate.

School District of Manawa

By: _____ Title _____ Date: _____

N.E.W. Rehab Company

By: _____ Title _____ Date: _____

FUNDRAISER INFORMATION

2018-19 Budget Year (Last Revised 06-14-2018)

Name of Fundraiser (K-6)	Class or Club	Purpose	Dates
Box Top for Education	All Grades	To purchase unbudgeted teacher itmes.	All Year
PTO Wolf Walk	PTO	To fund PTO activities to support school functions.	Fall
PTO Penny War	PTO	To offset unbudgeted expenses and support positive school climate activities at MES.	March 6-10, 2017
Hansen's Food	All Grades	To fund field trips and other class activities.	All Year
Valentine's Day Cookies	Student Council	To fund Student Council activities.	All Year
Book Fair/BOGO Fair	Librarian	To fund books for library, book room, and/or classrooms.	November & May
Java Fridays	Special Education	Self-sustaining work experience for students.	All Year
Community Service Project (Eliminate)	Music Teacher (Mrs. Baranczyk)	split between families in Phillipines who made braclets and the school	Winter
Name of Fundraiser (7-12)	Class or Club	Purpose	Dates
Seroogy's	Art Club/Art Team	Art Team T-Shirts	All Year
Concessions	Student Council	To pay for projects.	Football season, volleyball season, girls basketball season, boys basketball season, track season, and a portion of the wrestling season
Vandewalls Chocolate	7th and 8th Grades	To fund 2017 Washington D.C. trip.	All Year
Shirt Sales	Student Council	To pay for projects.	September
Fruit Sales (Russ Davis - wholesale)	Choir/Band	To fund various fees for solo ensemble.	October/November
Sale of Shakes	Student Council	To pay for projects.	February & March
Flower Sales	Student Council	To pay for projects.	February & March

TBA	Student Council	To assist with hosting State Student Council Convention	
FFA Dessert Auction (At Banquet)	FFA	To pay for leadership development/chapter expenses.	March or April
To Be Determined	Cross Country	Awards, end of year banquet.	September
Chef's Choice Pizza	Band/Choir	S/E fees, transportation costs.	Sept. & January
Bake Sale	Band	S/E fees, transportation costs.	May
Rose & Concession Sale	Band	Host school for S/E.	March
Cookie Dough (Great American Opportunities)	Band	Fund Trip	January
Concert on the Triangle - Pie Sale	Band	Transportation costs.	Summer
50-50 Raffle Tickets Football Games	Girls Basketball	Uniforms/other activities.	September/October
50-50 Raffle Tickets Basketball Games	Junior Class	Prom.	Winter
Muffin Project - including Muffin Thursdays, Rootbeer Float Fridays, Freezer Pop Sale, and Staff Thanksgiving Dinner	Special Education	Self-sustaining work experience for students. To fund community outings.	All Year
Lollipop Sale	FOR Club	Activities and projects.	Sept. - Nov.
Various Projects	Think Pink	Raising money to donate to the American Cancer Society.	All Year
Bottled Water Vending Machine	FFA	Various projects and activities.	All Year
Football Jersey Sale	Football	Fund the replacement of jerseys so all match.	Spring/Summer 2016
Name of Fundraiser (Districtwide)	Class or Club	Purpose	Dates
Project Backpack	Manawa Project Backpack Club	To support the ongoing food and supply costs for student program participants.	Solicitation of donation letter
Color Run	Secondary Special Education	District technology or academic enhancements.	May - Every Other Year - 2018; 2020; 2022; etc.
The Frostbite Club	Wellness Committee	Incentive prizes like t-shirts, water bottles, etc. for children	December/January
Mr. Manawa and Bake Sale	Junior Class	Prom fundraiser	25-Mar
Finals Munchies and Beverages	NHS	Laude Stoles / Fund Activities	January/June

RED = eliminated fundraisers

YELLOW = updated/revised fundraisers



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

From: Dan Wolfgram

Date: June 14, 2018

Re: Little Wolf Jr./Sr. High School Student Handbook 2018-2019 Revisions

The purpose of this memo is to highlight the changes in the 2018-2019 Little Wolf Jr./Sr. High School Student Handbook as follows:

<i>Page #</i>	<i>Current Language (If applicable.)</i>	<i>Proposed Change or Addition</i>
Cover Page	2017-2018	2018-2019
2	<ul style="list-style-type: none"> • 2017-2018 • Adopted 2016 	<ul style="list-style-type: none"> • 2018-2019 • Adopted July 2018
3	School District of Manawa 2017-2018 School Calendar	School District of Manawa 2018-2019 School Calendar
5	<ul style="list-style-type: none"> • Bill Lund • Harley Peterson • Aime Long • Olivia Koehn • Molly Schlaak 	<ul style="list-style-type: none"> • Erik Duhn • Tom Polkki • Katharine McArthur
6	<ul style="list-style-type: none"> • Henry Byrd • Dana Dean 	<ul style="list-style-type: none"> • Dana Bonikowski
8	Youth Options / Course Options	Early College Credit Program / Start College Now Program
9	2017	2018
16-20	2017-2018 Bell Schedules	2018-2019 Bell Schedules <i>*Wednesday Early Dismissal will be 2:05 p.m., except on September 5th and</i>

		<i>June 6 dismissal will be at 3:05 p.m.</i>
26	<p>non-commercial or non-business purpose when requested</p> <p>Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).</p>	<p>educational purposes</p> <p>Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).</p>
28	Parents can decline release of student directory data to the Armed Forces using the consent verification form presented at the time of registration.	Parents can decline release of student directory data to the Armed Forces using the consent verification form presented available at the time of registration.
30	Washington DC-Price is approximate-\$865	Washington DC-Price is approximate-\$1,000
31	<p>ONLY Juniors and Seniors who have met the minimum cumulative GPA of 2.75 upon quarterly review will be allowed to leave campus for lunch.</p>	<p>Student Valuables – Add: Students are expected to use school-issued locks for use during physical education classes</p> <p>ONLY students in grades 9-12 who have met the criteria for an Honor Pass will be allowed to leave campus for lunch.</p>
38	<p>Cum Laude (With honor/distinction), 20 – 34.99 honor points</p> <p>Magna Cum Laude (With great honor/distinction), 35 – 49.99 honor points</p> <p>Summa Cum Laude (With highest honor/distinction), 50 honor points or more</p>	<p>Cum Laude (With honor/distinction), 4 – 17.49 honor points</p> <p>Magna Cum Laude (With great honor/distinction), 17.5 – 28.79 honor points</p> <p>Summa Cum Laude (With highest honor/distinction), 28.8 honor points or more</p>
40	<p>Freshman 0 to 6 credits</p> <p>Sophomore 7 credits to 13 credits</p> <p>Junior 14 Credits to 20 Credits</p> <p>Senior 21 Credits or more</p> <p>Credits – A Little Wolf High School diploma shall be granted upon successful completion of a total of at</p>	<p>Freshman 0 - 5 credits</p> <p>Sophomore 6 - 11 credits</p> <p>Junior 12 - 17 Credits</p> <p>Senior 18 credits or more</p> <p>Credits – A Little Wolf High School diploma shall be granted upon successful completion of a total of at</p>

	<p>least 26 credits in grades 9 through 12 to include:</p> <p>Elective Courses 10.5</p>	<p>least 24 credits in grades 9 through 12 to include:</p> <p>Elective Courses 8.5</p>
41	<p>The costs for the above-described coursework will be based upon and follow the policies established PI 40, Youth Options.</p>	<p>The costs for the above-described coursework will be based upon and follow the policies established PI 40, Youth Options.</p>
41	<p>Eliminate entire section on Youth/Course Options</p>	<p>Early College Credit Program</p> <p>The 2017 Wisconsin Act 59 eliminated the Course Options and Youth Options programs. The Youth Options statute (118.55) was renamed the Early College Credit Program. The statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, “institution of higher education” means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. Courses may be denied by the school if a comparable course at the school already exists.</p> <p>Start College Now Program</p> <p>“Start College Now” will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. Students looking to take courses in the fall semester must turn in the application by March 1, 2018. For spring semester courses the same application is used, however the due date is October 1, 2018.</p> <p>The Board of Education will provide students enrolled in the District with the ability to take up to two (2) courses at any given time through one or more other educational institutions as outlined in the information</p>

		above. Please contact the high school counseling office at (920) 596-5802.
46	Nate Ziemer at (920)-596-5817	Skylar Liebzeit (920) 596-5838
48		If a student is unexcused or without prior approval of the absence, the student-athlete is not allowed to practice or play in an athletic event that evening.
49	<p>Closed Campus: Little Wolf Jr./Sr. H.S operates under a closed campus policy.</p> <p>Students leaving for lunch must sign-out and back in again in office. Work release is only excused if the proper application has been made through the school administration. Students who violate the release rules will be disciplined accordingly.</p>	<p>Closed Campus: Little Wolf Jr./Sr. H.S operates under a closed campus policy. Students who meet the criteria for the Honor Pass, may leave at lunch (grades 9-12) and RtI (grades 11-12).</p> <p>Honor Pass The Honor Pass is a program that has been designed collaboratively with staff and students that provides student choice and incentivize academics and positive behavior. The staff and students believe that this program helps to support the school's Positive Behavior Interventions and Supports (PBIS) program as well as prepare students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • GPA of 2.75 or higher • Completed Application Form – • No unexcused absences or 5 tardies. • Teacher recommendations • Parental approval <p>Privileges:</p> <ul style="list-style-type: none"> • Open campus lunch for students (9-12). • Opportunity to leave campus during RtI (grades 11-12) – provided the student is not claimed by a teacher for an academic purpose, currently in

		<p>a structured (RtI) program, or club meeting time.</p> <ul style="list-style-type: none"> • Opportunity to go to the gym, commons, or the student lounge in the library during RtI. (grades 7-12) • Opportunity to meet with an instructor of their choice for enrichment, remediation, homework assistance or Advanced Placement (AP) classes. <p>Honor Pass Revocation Honor Passes can be revoked by any School District of Manawa staff member for the following reasons listed below. Parents and the police also have the option of revoking the privilege by contacting the school.</p> <ul style="list-style-type: none"> • Failing grades • Tardiness • Discipline referral • Parental request
51		If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.
51		If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.
51	Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. Such reports must be made within ninety (90) days of said violation. A confidential complaint will be investigated to the extent possible.	Code violations may be presented, in writing, to the Administration by any staff member, law enforcement officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.
53	The above co-curricular rules/violations will pertain to all athletes in grades seventh through twelve. Offenses stay with the student throughout their years in Jr. High and	The above co-curricular rules/violations will pertain to all athletes in grades seventh through twelve. Code of conduct violations will stay with incoming freshman from the

	then start fresh in High School. The slate is not wiped clean by ignoring or not serving a suspension or entering into the next grade or new school the next year.	Jr. High until the entirety of the suspension is fulfilled. Once a Jr. High school infraction is fulfilled, future infractions as a high school student will be treated as a first offense.
54	Appeal Procedure A student/athlete may apply in writing within ten (10) calendar days from the date of the incident to the building principal for an appeal to the Appeal Board.	Appeal Procedure The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the Appeal Board.
54	Parent/guardians/guardians and students who are involved in an athletic program are requested to attend either the fall, winter or spring informational meeting.	Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend other arrangements must be made.
55	A student must be in attendance by noon to participate in any co-curricular events. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor's excuse.	Student Athletes must attend a full school day to participate in athletics that evening or provide an excuse from a doctor or have prior administrative approval. School-related absences do not apply.
55	An athlete who receives any "F's" at the conclusion of a mid-term will have ten (10) school days to raise the grade(s) in question to passing while maintaining passing grades in all other classes to maintain eligibility. If the student is unable to raise their grade, then that student would serve an academic suspension as if they failed a nine-week course. See the above rules stated as they would apply.	An athlete who receives any "F's" at the conclusion of a mid-term will have ten (10) school days to raise the grade(s) in question to passing while maintaining passing grades in all other classes to maintain eligibility. If the student is unable to raise their grade, then that student would serve an academic suspension as if they failed a nine-week course. See the above rules stated as they would apply.
56	3. Students participating in athletic activities and performing on behalf of the School District of Manawa must use the means of transportation provided by the school to get to and from a co-curricular event. Any exception/change to the above must have written parent/guardian consent	3. Students participating in athletic activities and performing on behalf of the School District of Manawa must use the means of transportation provided by the school to get to and from a co-curricular event. Any exception/change to the above must have written parent/guardian consent to

	to the building principal or athletic director or coach by 9:00 am the day of the event. The athletic director or principal will act upon violations of this rule.	the building principal or athletic director or coach by 9:00 am the day of the event. The athletic director or principal will act upon violations of this rule.
56	A student/athlete may ride home from these events with an immediate family member or an approved adult, once a release form has been completed and after receiving permission from the athletic director, advisor, or principal.	A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
59	2017-2018	2018-2019
64	When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.	When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class. The teacher will also contact the parent/guardian as to the reason for the removal.
65	Writing assignments	Writing assignments
		Informal Discipline Saturday morning detention-7:45-11:45 on the last Saturday of the month, except if it is a holiday weekend.
Acknowledgement page	7/17/17 (Red Paper)	7/17/18 (White Paper) One signature page for each child in the school will be required

Student Handbook

2018-2019



Students choosing to excel; realizing their strengths.

Little Wolf Junior/Senior High School

School District of Manawa

515 E. Fourth Street

Manawa, WI 54949

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

www.manawaschools.org

Little Wolf Jr. / Sr. High Student Handbook 2018-2019



Dear Students and Parent/guardians:

Welcome to the 2018-2019 school year. We are extremely excited about this school year. This handbook has been designed to help answer your questions about the procedures used in this district and specifically this building. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office. I look forward to a tremendous year working together.

Yours in education,

Dan Wolfgram

- Dan Wolfgram, Principal (920) 596-5310
- Danielle Brauer, Director of Special Education, Curriculum and Instruction, (920) 596-5310
- Skylar Liebzeit Athletic Director, (920) 596-5838
- Janine Connolly, School Counselor (920) 596-5802
- Carrie Koehn, Administrative Assistant, (920) 596-5800
- Shelley Keller, Attendance Secretary, (920) 596-5801
- Jeff Bortle, Dean of Students, 920-596-5806

Board of Education Approval:
Student Handbook adopted July 2018

- X No School
- O P/T Conferences
- Early Release / Staff Development
- ▲ End of Quarter / Semester
- Inservice (No School)

SCHOOL DISTRICT OF MANAWA 2018- 2019 SCHOOL CALENDAR UPDATED 5-21-18

1 Hr Early Release Day
Commencement

JULY						
S	M	T	W	T	F	S
1	2	3	X	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 - Independence Day

- 1 - No School - Holiday Break
- 18 - End of 2nd Qtr (45 days)
- 18 - End of 1st Semester
- 21 - Records / Inservice - No School
- 21 - Student Days - 1 Inservice

JANUARY						
S	M	T	W	T	F	S
		X	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	▲	19
20	X	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 14 - New Curriculum Day
- 27 - New Teacher Orientation
- 28 - Full Day Inservice
- 29 - AM Inservice / PM Work in Rms
- 29 - Open House 3:30 - 6:30 both schools
- 30 - Full Day Inservice
- 3 Inservice Days

- 18 - Inservice - No School
- 28 - P/T Conf 3:30 - 7:30 pm - Both Schools
- 19 - Student Days / .5 PT Conf / 1 Inservice

FEBRUARY						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	O		

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	X	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						

- 3 - Labor Day - No School
- 4 - 1st Day of School

- 1 - No School - P/T Conf 7:30 to 10:30 a.m.
- 1 - PM Teachers Dismissed
- 14-15 - Spring Break
- 29 - End of 3rd Quarter (45 days)
- 18 - Student Days

MARCH						
S	M	T	W	T	F	S
						X 2
3	4	5	6	7	8	9
10	11	12	13	X	X	16
17	18	19	20	21	22	23
24	25	26	27	28	▲	30
31						

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	O	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	X
26	27	28	29	30	31	

- 4 - P/T Conf 4:00 to 8:00 pm - Both Schools
- 25 - Early Release / Staff Development
- 26 - No School
- 22 - Student Days / .5 PT Conf / .5 Inservice

- 19-22 - Holiday Break - No School
- 20 - Student Days

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	X
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 2 - End of 1st Quarter (43 days)
- 8 - P/T Conf 4:00 to 8:00 pm - Both Schools
- 21-23 - No School - Thanksgiving
- 19 - Student Days / .5 PT Conf

- 25 - AM Commencement Ceremony
- 27 - No School - Memorial Day
- 22 - Student Days / .5 Inservice

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30	X					

- 11 & 13 - Holiday Concerts (tentative)
- 17 - Board Meeting
- 24 - 31 - No School - Holiday Break
- 15 - Student Days

- 5 - Last Day of School
- 6 - AM Records (45 Days)
- 6, 7, 8 - Make-up Days or Add Minutes
- 3 - Student Days / .5 Inservice

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 3 inclement weather days will not be made up. Additional inclement weather days will be made up on June 6, 7 and 8 or add minutes.

OFFICE STAFF

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RENEE BEHNKE	PARA-PROFESSIONAL
JENNY BESSETTE	GUIDANCE ADMINISTRATIVE ASSISTANT
DENISE BUSCHKE	FOOD SERVICE
CINDY BUTTLES	CUSTODIAN
DANA DEAN	PARA-PROFESSIONAL
SANDRA DUNNIHOO	PARA-PROFESSIONAL
RITA KREKLOW	LIBRARY PARA PROFESSIONAL
JESSIE ORT	PARA-PROFESSIONAL
COLLEEN PATERS	PARA-PROFESSIONAL
COLEEN PHELAN	PARA-PROFESSIONAL
KATHY GRIMM	CUSTODIAN
SANDRA ANDERSON	FOOD SERVICE
SUE LOUGHRIN	FOOD SERVICE

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

FOREWORD

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

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal Dan Wolfgram. You will find their phone numbers/e-mail addresses listed in the Staff Directory section of the handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after June 18, 2018 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

MISSION OF THE SCHOOL

Our school, in collaboration with the community, is committed to focusing on high expectations, fostering individual academic excellence, and creating a safe environment of respect and responsibility.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parent/guardians who have questions should contact school counselor, at (920) 596-5802.

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

Dan Wolfgram
Principal (920) 596-5310
dwolfgram@manawaschools.org

Carmen O'Brien
Business Manager (920) 596-5332
carmen.obrien@manawaschools.org

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

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

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

Harassment Policy*

**Parent/guardians and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment and bullying available on the District web site or by contacting the school main office.*

Summary of Board of Education Policy

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

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

Definitions

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

Reporting Procedures

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

The reporting procedures are as follows:

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

Confidentiality

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

Sanctions and Monitoring

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

Retaliation

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

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

Bullying Policy

**Parents/guardians and students are encouraged to read the full text of the Board of Education Policy governing Bullying available on the District web site or by contacting the school main office.*

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or

in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off-school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm.

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

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

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

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

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

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

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

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

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

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

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

Some examples of bullying are:

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

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment" means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;

- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

SECTION 504/ADA COMPLAINT

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

Janine Connolly
School Counselor, (920) 596-5802
jconnollyt@manawaschools.org

The complaint procedure is available in the School office.

SCHOOL DAY/BELL SCHEDULES

LITTLE WOLF JR/SR HIGH SCHOOL BELL SCHEDULE

Warning Bell: 7:40 Junior/High School

High School

<u>Period 1</u>	7:45 – 8:35
<u>Period 2</u>	8:39 – 9:29
<u>Period 3</u>	9:33 – 10:23
<u>Period 4</u>	10:27 - 11:17
<u>Period 5</u>	11:21 – 12:11
Lunch	12:11 – 12:41
<u>Period 6</u>	12:45 – 1:35
<u>Period 7</u>	1:39 – 2:29
<u>RtI</u>	2:33 – 3:05

Junior High

<u>Period 1</u>	7:45 – 8:48
<u>Period 2</u>	8:52 – 9:55
<u>Period 3</u>	9:59 – 11:02
Lunch	11:02 – 11:32
<u>Period 4</u>	11:36 – 12:41
<u>JH Specials</u>	12:45 – 1:35
<u>JH Specials</u>	1:39 – 2:29
<u>RtI</u>	2:33 – 3:05

EARLY RELEASE BELL SCHEDULE

Warning Bell 7:40 Junior/High School

High School

Period 1 7:45 - 8:26
Period 2 8:30 - 9:11
Period 3 9:15 - 9:56
Period 4 10:00 - 10:41
Period 5 10:45 - 11:26
Lunch 11:26 - 11:56
Period 6 12:00 - 12:41
Period 7 12:45 - 1:26
Rtl 1:30 - 2:05

Junior High

Period 1 7:45 - 8:37
Period 2 8:41 - 9:33
Period 3 9:37 - 10:29
Lunch 10:29 - 10:59
Period 4 11:03 - 11:56

JH Specials 12:00 - 12:41
JH Specials 12:45 - 1:26
Rtl 1:30 - 2:05

10-Minute HOMEROOM SCHEDULE

Warning Bell: 7:40 Junior/High School

High School

<u>Homeroom</u>	7:45 – 7:55
<u>Period 1</u>	7:59 – 8:47
<u>Period 2</u>	8:51 – 9:39
<u>Period 3</u>	9:43 – 10:31
<u>Period 4</u>	10:35 - 11:23
<u>Period 5</u>	11:27 – 12:15
Lunch	12:15 – 12:45
<u>Period 6</u>	12:49 – 1:37
<u>Period 7</u>	1:41 – 2:29
<u>RtI</u>	2:33 – 3:05

Junior High

<u>Homeroom</u>	7:45 – 7:55
<u>Period 1</u>	7:59 – 9:00
<u>Period 2</u>	9:04 – 10:05
<u>Period 3</u>	10:09 – 11:10
Lunch	11:10 – 11:40
<u>Period 4</u>	11:44 – 12:45
<u>JH Specials</u>	12:49 – 1:37
<u>JH Specials</u>	1:41 – 2:29
<u>RtI</u>	2:33 – 3:05

20 - Minute HOMEROOM SCHEDULE

Warning Bell: 7:40 Junior/High School

High School

Homeroom 7:45 – 8:05
Period 1 8:09 – 8:56
Period 2 9:00 – 9:47
Period 3 9:51 – 10:37
Period 4 10:41 - 11:28
Period 5 11:32 – 12:19
Lunch 12:19 – 12:49
Period 6 12:53 – 1:40
Period 7 1:44 – 2:31
RtI 2:35 – 3:05

Junior High

Homeroom 7:45 – 8:05
Period 1 8:09 – 9:08
Period 2 9:12 – 10:11
Period 3 10:15 – 11:15
Lunch 11:15 – 11:45
Period 4 11:49 – 12:49

JH Specials 12:53 – 1:40
JH Specials 1:44 – 2:31
RtI 2:35 – 3:05

EARLY RELEASE ½ DAY BELL SCHEDULE

Warning Bell 7:40 Junior/High School

High School

<u>Period 1</u>	7:45 – 8:11
<u>Period 2</u>	8:15 – 8:41
<u>Period 3</u>	8:45 – 9:11
<u>Period 4</u>	9:15 - 9:41
<u>Period 5</u>	9:45 – 10:11
<u>Period 6</u>	10:15 – 10:41
<u>Period 7</u>	10:45 – 11:11
Lunch	11:11 – 11:41
RtI	11:45 – 12:15

Junior High

<u>Period 1</u>	7:45 – 8:18
<u>Period 2</u>	8:22 – 9:55
<u>Period 3</u>	8:59 – 9:33
<u>Period 4</u>	9:37 – 10:11
Lunch	10:11 – 10:41
<u>JH Specials</u>	10:45 – 11:11
<u>JH Specials</u>	11:15 – 11:41
<u>RtI</u>	11:45 – 12:15

**Wednesday Early Dismissal will be 2:05 p.m., except on September 5th and June 6th - dismissal will be at 3:05 p.m.*

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

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

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

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

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

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parent/guardians, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent/guardian and are expected to follow all School rules.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Student requests for schedule changes should be made within the first week of class. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent-or guardian.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all

school materials, and paid any fees or fines that are due. Parents/guardians are encouraged to contact the school counselor for specific details.

OPEN ENROLLMENT

The School District of Manawa will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardian and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse, Terri Brooks.

STUDENT ACCIDENTS/ILLNESS/CONCUSSION

The School District of Manawa believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parent/guardian, and the filing of accident reports.

EMERGENCY MEDICAL AUTHORIZATION

Per Board policy, every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent/guardian at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

USE OF PRESCRIBED MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- Parents/guardians should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the principal and the school nurse before the student will be allowed to begin taking any medication (including emergency medications for allergies and/or reactions) during school hours. The forms are available in the School office.

- All medications to be administered during school hours must be registered with the nurse's office.
- Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent/guardian.
- For each prescribed medication, the container shall have a pharmacist's label with the following information:
 1. Student's name
 2. Practitioner's name
 3. Date
 4. Pharmacy name and telephone
 5. Name of medication
 6. Prescribed dosage and frequency
 7. Special handling and storage directions
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent/guardian will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained by the School that will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent/guardian's written release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from both physician and parent/guardian, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

USE OF NONPRESCRIBED (DRUG PRODUCTS)

- Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parent/guardian consent.

The Nonprescription Drug Product Request must be filed with the school nurse Principal before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parent/guardians request to administer a nonprescription drug product shall contain the following information:

- A. Student's name

- B. Date
- C. Name of medication
- D. Dosage and frequency
- E. Special handling and storage directions

Further, only those nonprescription drugs that are provided by the parent/guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents/guardians may authorize the school to administer a non-prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also authorize on the form that their child:

- May self-administer the medication.
- Keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed drug product without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

HEAD LICE

If a child in the District is found to have lice, the child's parent/guardian will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" and no nits as criteria for return to school.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent/guardian of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a communicable disease as identified by the Wisconsin Department of Health Services. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have

his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact Dr. Melanie J. Oppor (920) 596-2525.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with limited English proficiency. To inquire about programs and services, a parent/guardian should contact Carmen O'Brien at (920) 596-5840.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parent/guardians and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for educational purposes or non-business purposes when requested, unless the parent/guardians of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes student records that identify a student's name, photograph, participation in officially recognized activities and sports, weight and height for members of athletic teams, date of graduation, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

- If parents/guardians and eligible students do not submit their written objection to dissemination to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent's/guardian's consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's/guardian's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Dr. Melanie J. Oppor.

Parents/guardians and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parent/guardians;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parent/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Jeanne Frazier, Administrative Assistant to inspect such materials.

Further, parent/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify

parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- The administration of any survey by a third party that contains one or more of sensitive information contained in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide equal access to the high school campus and to student directory information to all entities offering educational or employment opportunities to students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

Parents can decline release of student directory data to the Armed Forces using the consent verification form available at the time of registration. The Board shall ensure that students and parents/guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

If parents/guardians and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District’s website. The directory information used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND CHARGES

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

HIGH SCHOOL FEES

FEES FOR EVERY STUDENT	
District Fee	\$20.00
Lyceum	\$ 2.00
Newspaper	\$ 1.00
Junior Class	\$10.00
Sophomore Class	\$ 5.00
Freshman Class	\$ 5.00

Student Parking Permits: New permit required each school year.	Required for all vehicles parked in the student parking lot	\$10.00
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OPTIONAL FEES		
	Student Athletic Pass	\$ 5.00
	Yearbook	\$50.00
Sports Fees	Student Max \$75 / Family Max \$150	\$30
Course Fees		
Band	Instrument Rental	\$30.00
Wildlife	Taxidermy - Optional Project	\$10.00 - \$30.00
Food Science	Lab Fees	\$10.00
Plants, Animals & You	White T-Shirt (student purchases)	Varies
Animal Science	Supply List Available July 2nd	Varies
Senior Art	Price Based on Chosen Project	Varies
Jewelry & Glass	Price Based on Chosen Project	Varies
Pottery & Sculpture		\$5.00
Drawing		\$5.00
Painting		\$5.00
Photography		\$5.00
Fiber Arts		\$5.00
Graphic Design		\$5.00
Intro to Tech Ed		\$10.00
Furniture & Cabinetry		\$10.00
Metals Manufacturing		\$10.00
Fabrication		\$10.00

JUNIOR HIGH FEES

7TH & 8TH Grade Fees for Every Student:		
	District Fee	\$20.00
	Lyceum	\$ 2.00
	7th Grade Class Fee	\$ 5.00
	8th Grade Class Fee	\$ 5.00

OPTIONAL FEES FOR 7TH AND 8TH GRADERS		
	Student Athletic Pass	\$ 5.00
	Yearbook	\$12.00
Sports Fees	Student Max \$30 / Family Max \$150	\$15.00 per sport
PBIS Rewards Trips	Costs vary depending on trip	\$5.00 - \$30.00
Washington D.C.	Price is approximate	\$1,000.00

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- Students under the age of nine (9) must be accompanied by a parent/guardian or person sixteen (16) years of age or older.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member

in order to prevent a student from overextending himself/herself to the point of potential harm.

- No student may participate in a fund-raising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from such students' parents/guardians to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent/guardian or a person at least sixteen (16) years of age.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students are expected to use school-issued locks for use during physical education classes.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents/guardians have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school for consumption in the school's cafeteria.

ONLY students in grades 9-12 who have met the criteria for an Honor Pass will be allowed to leave campus for lunch.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WDUX ---Waupaca 92.7
WBAY-CH 2
WSAW-CH 7
NBC 26

WFRV-CH 5
WLUK-CH 11

If there is no announcement made on the radio and television stations, school will be open and the buses will be running. If the weather should turn severe during the day and buses are sent out early, an announcement to this effect will be made on the above stations. Parents/guardians will also have the option of receiving an alert to their phone or email account. It is the responsibility of the parent/guardian to ensure updated directory information. Parents/guardians and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parent/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions.

Students may not bring visitors to school without first obtaining advanced written permission from the principal.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian/library aide. Books and periodicals (*not the most recent issue*) on the shelves may be checked out for a period of three weeks. To check out any other materials, contact the librarian/library aide. To avoid fees, all materials checked out of the library must be returned to the library by the end of each term.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

SCHOOL DISTRICT OF MANAWA

Electronic Communication Device Policy

The School District of Manawa recognizes the value electronic communication devices add to the educational experience of all students as well as aid in improving communication with parents/guardians. Therefore, the use of wireless communication devices (WCDs) before and after school, during lunch break, in between classes, during after school activities (e.g. extra-curricular activities), and/or at school-related functions is permitted. WCDs may also be used in class when authorized by the classroom teacher. Use of WCDs at any other time is prohibited. Such possession or use of the WCDs may not, in any way,

1. Create a distraction, disruption or otherwise interfere with the educational environment.
2. Endanger the health or safety of the student or anyone else.
3. Invade the rights of others.
4. Involve illegal or prohibited conduct of any kind.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

- Students are personally and solely responsible for the care and security of their WCDs. The School District of Manawa and its employees assume no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

- Students agree that the WCD will remain turned off except when the student is using the device. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.
- Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person during the school day, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- "Sexting", the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. This prohibition also explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
- WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. See Locker Room Privacy Policy. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.
- No expectation of confidentiality will exist in the use of WCDs on school premises/property.
- Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Harassment and/or Bullying of Students.
- Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

Any person who knows a student is using a WCD in violation of this policy is obligated to report the violation to the building principal.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parent/guardians during permissible times of the school day.

LEGAL REF.: Section 118.28 Wisconsin Statutes

Students who violate this policy will face the following disciplinary consequences: (Any electronic device or combination thereof).

1st offense – Warning – device is requested to be turned off.

2nd offense – Teacher confiscates for the class period.

3rd offense – Phone is turned into the main office where a parent/guardian must pick up.

Students refusing to relinquish their WCD may receive an in-school or out-of-school suspension. If they still refuse the proper authorities will be called.

WEAPONS

The Board of the School District of Manawa prohibits possession, use or threat to use, or storing of a weapon or look-alike weapon on school premises before, during, or after school, or at any school-sponsored activity. "School premises" includes a school building, school bus or vehicle, or any other school facility (including any school transportation facility, whether owned or contracted by the District). Students may not have live ammunition on the school site.

Determination of whether an item constitutes a weapon under this policy shall be made in accordance with established procedures. Exceptions to this policy include items which otherwise might be classified as weapons which are brought or transported to school premises or activities as part of a recognized activity for which the item is required, unless such is prohibited by law. (Examples might include but are not necessarily limited to guns handled by a staff member in a gun safety class, a look-alike gun which might be used in a dramatic activity, a gun bayonet which might be part of a history lesson, or a starting pistol used by a staff member in a track athletic event.)

Teachers should advise the appropriate building administrator beforehand of any activity or lesson necessitating the bringing to school of materials such as those described in this policy. Anyone found to be in violation of this policy is subject to discipline and/or legal action. If any part of this policy is held to be invalid under operation of the law, it shall not affect other parts of this policy which may be in compliance with the law.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located across from the main office which may be used for posting notices after receiving permission from the principal.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them

uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

LUNCH PROGRAM

Hot Lunch & Breakfast Prices for 2018-2019 School Year:

Hot Lunch (Per Day)	
Jr./Sr. High School	\$2.90
Breakfast (Per Day)	
Jr. / Sr. High School	\$1.20
Milk (Per Day) *	\$.30

Reduced price is **\$.30** for breakfast and **\$.40** for lunch **for all qualifying students in the district.**

Free and Reduced Breakfast and Lunch forms must be filled out each year. Forms are available in each school office, and the District Office. They can be filled out at ANY time throughout the year.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

GRADES

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

Grading Scale for all students:

A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	0-64

Marking System:

(A)	Excellent
(B)	Good
(C)	Average
(D)	Below Average
(F)	Failure

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course, which is part of a sequence, must repeat and pass that course to continue in the sequence.

(I) Incomplete: When a student's work is not completed by the end of the quarter due to the student's absence from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the "I" becomes an "F".

(W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F unless granted administrative exception.

GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

LAUDE SYSTEM

The Laude System replaces the class rank system. It allows us to recognize and encourage students to take appropriate courses that will better prepare them for the future. This system is a point-based system that gets combined with a student's GPA, under our normal grading scale. This system rewards a student for **completing** designated rigorous courses and will earn the student honor points.

To qualify for Cum Laude or Higher: The student must minimally have a 3.4 cumulative grade point average and have earned a minimum of 20 Laude points. Once students meet these requirements they will earn one of the following distinctions:

Cum Laude (With honor/distinction), 4 – 17.49 honor points

Magna Cum Laude (With great honor/distinction), 17.5 – 28.79 honor points

Summa Cum Laude (With highest honor/distinction), 28.8 honor points or more

**Academic Excellence Scholarship: Refer to language spelled out in Board Policy 5451.02*

GRADING PERIODS

Report Cards: At the end of each semester, students receive report cards containing their final semester grades in all of their courses. The grades on the semester report card become a part of each student's permanent record.

At the end of the nine-week period a report card indicating quarterly grades is issued. This quarterly grade is a progress report to give students, parent/guardians, and the counselor an idea of the student's work at that point. The quarterly grade is not an official grade. It does not appear on any official record and in no way affects credits, average, or rank in class.

Parent/guardian / Teacher Conferences: Parent/guardian/teacher conferences will be held for the purpose of evaluation of student progress in school. Parents/guardians are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. Any time a parent/guardian wishes to see his/her child's records or confer with a teacher they should make an appointment through the High School office.

PROMOTION, PLACEMENT, AND RETENTION

Grades 5K-8 Level

Criteria: To be promoted all students in grades 3-8 must demonstrate adequate progress in core subject areas. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "S" in grades one and two or a "D" or higher in grades three through eight. If adequate progress is not evident, based on the report care scores, multiple

measures may be used to compile a complete student learning profile for promotion consideration.

The multiple measures to consider may include, but are not limited to:

- A. Wisconsin School Assessment System Examination scores
- B. Response to Intervention/Instruction documentation
- C. Local assessments
- D. Teacher recommendations
- E. Demonstrate adequate progress toward attainment of annual goals specified in the Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student.

High School Level

Student placement criteria are as follows:

- A. 1st year of high school attendance or the credit equivalent are placed in 9th grade.
- B. 2nd year of high school attendance or the credit equivalent are placed in 10th grade.
- C. 3rd year of high school attendance or the credit equivalent are placed in 11th grade.
- D. 4th year of high school attendance or the credit equivalent are placed in 12th grade.

Remediation Opportunities

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents/guardians of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students, with the support of their parents/guardians, can take full advantage of Response to Intervention/Instruction (Rtl) time, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion. Students' progress in meeting grade-level criteria will be monitored using universal screeners.

Referral shall be based on failing grades at the middle of the first quarter.

- The BCT shall meet to problem-solve the relevant behavior and educational issues regarding the student and implement strategies to help the student improve his/her failing grades or performance. The student's grades or performance shall be monitored throughout the second quarter by the SAT BCT. An educational assessment may be completed upon recommendation of the SAT BCT. The student's parents/guardians shall be notified.
- If, at the end of the first semester, the student continues to receive less than a "D" or less in core area subjects, the BCT will review and revise the previous plan and implement new strategies to help improve the student's failing grades or performance. An educational assessment shall be completed unless this was already done during the second quarter of the school year. The student's parent/guardians/guardians shall be notified.
- The BCT shall monitor student progress bi-weekly during the third quarter. The BCT will make a promotion or retention recommendation to the building principal by the end of third quarter. The student's parent/guardians/guardians will be kept informed of student progress and the preliminary recommendation. The district administrator shall be informed.
- Final determination of a retention, promotion, or promotion conditioned on a remediation plan shall be made by the building principal and reported to the district administrator and be based, in part, on the 4th quarter mid-term grades or

performance. The principal shall provide a written notice of the decision to the parents/guardians at least 4 weeks before the end of the school year.

Appeal Process

Parents/guardians of the student recommended for retention may appeal to the District Administrator or designee. Such appeals shall be filed in writing no later than five (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The District Administrator or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.

The following number of earned credits designates the grade in which the student will be registered:

Freshman 0 to 5 Credits
Sophomore 6 Credits to 11 Credits
Junior 12 Credits to 17 Credits
Senior 18 Credits or more

GRADUATION REQUIREMENTS

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

1. Student must attend high school for eight (8) semesters.
2. A student must be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school. Students may be eligible for early graduation in accordance with established policy and procedures. Students may have the eight-semester requirement waived if the early graduation procedures established in the rules are followed.
3. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of at least 24 credits in grades 9 through 12 to include:
 - English 4 credits
 - Social Studies 3 credits
 - Financial Literacy 1/2 Credit
 - Physical Education 1 ½ credits
 - Health ½ credit
 - Math 3 credits
 - Science – 3 credits
 - Electives 8 1/2 credits
4. All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.
5. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).
6. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma A post-high school candidate is a student who is less than twenty-two (22) years of age at the time of his/her requested re-enrollment and whose class has previously graduated. District Administrator's approval is required for all students who are twenty-two (22) years of age or older. Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not when the student first exited school.

7. Post-Secondary Course Work Post-secondary course work to be applied toward a high school diploma must be taken through a(n):
 - A. correspondence/online school Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.
 - B. accredited college/technical College. Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:
 1. The college/technical college course is not a duplicate of a high school course.
 2. If the course is a logical next step course in subject sequence and is not offered in any form by the high school.
 3. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above described course work will be based upon and follow the policies established PI 40, Youth Options.

8. Attendance – Current seniors, like all students, must comply with all attendance expectations as set forth in the district’s Attendance/Truancy Plan. A senior identified as truant during their last semester of coursework will not be permitted to participate in the graduation ceremony.
9. School Program Obligations: All fee, fine, detention, and similar obligations arising from student participation in school programs must be fulfilled before the student can participate in the commencement ceremony.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony. The principal shall determine whether a student has satisfied the criteria in this policy. A student may be denied participation in graduation activities for disciplinary reasons

EARLY COLLEGE CREDIT PROGRAM

The 2017 Wisconsin Act 59 eliminated the Course Options and Youth Options programs. The Youth Options statute (118.55) was renamed the Early College Credit Program. The statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, “institution of higher education” means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. Courses may be denied by the school if a comparable course at the school already exists.

START COLLEGE NOW PROGRAM

“Start College Now” will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. Students looking to take courses in the fall semester must turn in the application by March 1, 2018. For spring semester courses the same application is used, however the due date is October 1, 2018.

The Board of Education will provide students enrolled in the District with the ability to take up to two (2) courses at any given time through one or more other educational institutions as outlined in the information above. Please contact the high school counseling office at (920) 596-5802.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Department.

Honor Roll

High Honor 4.00 **Honor** 3.50 – 3.99 **Honorable Mention** 3.00 – 3.49

ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

DIPLOMA DEFERRAL

Social graduation is an opportunity for students with individual education programs (“IEPs”) to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

CREDIT RECOVERY

Little Wolf High School does offer credit recovery through the alternative education program (Phoenix program.) This program utilizes Plato Courseware. This standards-based online learning program assists students achieve their **GED Option #2 (GEDO #2)**. Wisconsin law states that a school board may grant a high school diploma to a pupil who has not satisfied the credit requirements if:

1. The student was enrolled in an alternative education program
2. The school board determines that the pupil has demonstrated a level of proficiency in the subjects for which credits are required equivalent to that which they would have attained if they had satisfied the credit requirements

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in “cyberbullying” is prohibited. “Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or Social Media accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on Social Media;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube or any Social Media.
4. Posting misleading or fake photographs of students or school staff members on web sites, or Social Media.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance office.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board of Education. Authorized groups include:

CO-CURRICULAR ACTIVITIES

Co-curricular activities will include but are not limited to the following:

Art Club	FBLA	FOR Club
Art Team	Ski Club	Quiz Bowl
FFA	Forensics	Solo & Ensemble
Student Council	Pep Band	National Honor Society

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

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

ATHLETICS

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Skylar Liebzeit, the Athletic Director, at (920) 596-5838.

Basketball	Softball	Wrestling	Baseball
Cross Country	Football	Track	Bowling Club
Golf	Volleyball	Cheer/Dance Club	

STUDENT EMPLOYMENT

The school district of Manawa recognizes the importance and promotes jobs that further a student's educational goals. If a student believes that s/he must maintain a job in addition to going to school s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents i.e. work permits. In addition, students are encouraged to work through the work study program to receive certification and recognition for their efforts. Only students that are enrolled in this program will be allowed to leave school for work.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines.

- Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

Excuse for Absence

A parent/guardian of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the principal, Mr. Wolfgram, who serves as the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 5 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction.

Permission of Parent/Guardian

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

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

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

High School Equivalency – Secured Facilities

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

Child at Risk

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

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- Quarantine: Quarantine of the student's home by a public health officer.
- Illness of an Immediate Family Member
- Emergency: An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

Pre-Arranged Absence: Students absent for reasons other than the above will be considered unexcused with this exception: parents may PRE-EXCUSE their child for any reason for up to ten days per year. This means that any absence for reasons other than the above may be excused providing there is a WRITTEN PRE-ARRANGED FORM. (Forms may be picked up in the office prior to the date of absence.) If it is not PRE-ARRANGED, it will be considered UNEXCUSED.

Truancy

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

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District’s Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. If a student is unexcused or without prior approval of the absence, the student-athlete is not allowed to practice or play in an athletic event that evening.

Approved Absences: Personal illnesses, a death in the family, religious holidays, or extreme emergencies are acceptable reasons for an absence. A **valid** excuse written by a parent must be presented to the office upon return to school, or a phone call from a parent/guardian on the day of absence, documenting the reason for the absence must be made to the school office. For a definition of a **“invalid”** excuse, see the following examples:

Examples of Unexcused Absences:

- Oversleeping
- Stayed home to finish homework
- Working
- Missing the bus/car wouldn’t start
- Job hunting
- Shopping/haircut/pictures
- Leaving school without permission

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts’ Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student’s parent/guardian to ensure that their child attends school regularly. Parent/guardians are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Students Leaving School During the School Day

Closed Campus: Little Wolf Jr./Sr. H.S operates under a closed campus policy. Students who meet the criteria for the Honor Pass, may leave at lunch (grades 9-12) and RtI (grades 11-12).

Honor Pass

The Honor Pass is a program that has been designed collaboratively with staff and students that provides student choice and incentivize academics and positive behavior. The staff and students believe that this program helps to support the school's Positive Behavior Interventions and Supports (PBIS) program as well as prepare students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.

Qualifications:

- GPA of 2.75 or higher
- Completed Application Form –
- No unexcused absences or 5 tardies.
- Teacher recommendations
- Parental approval

Privileges:

- Open campus lunch for students (9-12).
- Opportunity to leave campus during RtI (grades 11-12) – provided the student is not claimed by a teacher for an academic purpose, currently in a structured (RtI) program, or club meeting time.
- Opportunity to go to the gym, commons, or the student lounge in the library during RtI. (grades 7-12)
- Opportunity to meet with an instructor of their choice for enrichment, remediation, homework assistance or Advanced Placement (AP) classes.

Honor Pass Revocation

Honor Passes can be revoked by any School District of Manawa staff member for the following reasons listed below. Parents and the police also have the option of revoking the privilege by contacting the school.

- Failing grades
- Tardiness
- Discipline referral
- Parental request

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parent/guardians.

No student will be released to any government agency without proper warrant or written parent/guardian permission except in the event of an emergency as determined by principal.

Notification: When a student's attendance for the day is unexcused, contact will be made to the parent/guardian. A message may be left on an answering machine. The parent/guardian will then have 2 days to notify the school office, either by phone or written note, stating the

reason for the absence. If after 2 days the office has not received notification for the unexcused absence, the student then becomes truant and will be referred to administration for disciplinary action.

Make-Up Course Work and Examinations

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

TARDINESS

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. High School/Middle School. All students who are tardy to school must report to the principal's office to sign in.
- d. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

Cases of truancy/tardiness will be referred to the school principal to plan options for addressing the truancy concern.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are safe, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students not will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school activity.

CODE OF CONDUCT

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. This code applies to all Little Wolf Jr./Sr. High School students on a year-round basis. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unsatisfactorily on a participant/athlete or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.
- Purchase use or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered. Students who knowingly or unknowingly attend a party/gathering where alcohol is being used illegally or drugs are present, are expected to remove themselves immediately from the residence. Students are encouraged to report the scenario to a school administrator immediately.
- If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.
- If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

Violation of Training Rules

Athletic Activities:

- An athlete who is charged with a violation of training rules or any W.I.A.A. regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

Athletic & Non-Athletic Activities:

- A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
 - a. The student/athlete admits the conduct constituting a violation
 - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
- The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

Penalties for Violation of Co-Curricular Activities Rules

Athletic Activities

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades seventh through twelve. Code of conduct violations will stay with incoming freshman from the Jr. High until the entirety of the suspension is fulfilled. Once a middle school infraction is fulfilled, future infractions as a high school student will be treated as a first offense.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

Listed below is the number of contests students would have to sit out if they violated the co-curricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation, fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					
*25%	1	1	1	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fractions of percentages have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.
- Teams that automatically qualify for Regional competition are counted in the total number of competitions.

Completion of Suspension

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

Non-Athletic Activities

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

Athletic & Non-Athletic Activities

- Any student, who in good faith, refer themselves or parents/guardians who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

Appeal Procedure

- The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes or suspend the enforcement of the suspension. All decisions rendered by the appeal board are considered final.

Sportsmanship

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

Membership

As stated in the WIAA High School Handbook – Article VII – Health and Behavior/Compliance:
Section 1 – Required Documentation

- A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
- 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
 - 2) Acknowledgement of receiving the WIAA rules of Eligibility.
 - 3) Current physical exam form to participate in sports or alternate year card
 - 4) Sports fee paid or fee waive turned into school office.
 - 5) Concussion information sheet must be obtained by athletic director.

Section 2 – Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.
- B. Physical examinations are good for two years from the date the physical was given.
- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings – “hole in one win a car”**
 - Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend other arrangements must be made.

Academic Eligibility

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- Athletes who receive an “F” at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.

- Athletes who receive two “F’s” at the conclusion of a nine-week grading period will be ineligible to participate in 50% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive three or more “F’s” during a nine-week grading period will be ineligible to participate in all games or appearances of that sport for the entire 9 week grading period. This does not prohibit an athlete from practicing or assisting with the activity, with the coach’s approval. If the athlete is in mid-season, the consequence will move forward into the next athletic season to fulfill the 9-week rule. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- An athlete who is enrolled in any state-approved Exceptional Educational Needs program, and who receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- Athletes who attend summer school for remediation, must receive the grade of “pass” to be eligible for any failure infraction and penalty. See the rules stated above as they apply.

Attendance: (Athletic & Non-Athletic Activities)

A student must be in attendance by noon to participate in any co-curricular events. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor’s excuse.

- **(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)**
- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.

Students may not compete, perform, practice or attend on days of an out-of-school suspension.

- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all practices and be non-participants during the time of their suspension.

Travel and Conduct on Trips

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
 - Show appropriate respect for all adults and authority figures.

- Show courteous and well-mannered behavior.
 - Show appropriate sportsmanship at all times.
2. It is the student/athlete's responsibility to represent our school and community in a positive manner.
 3. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
 4. A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
 5. If no prior approval, permission by a parent/guardian/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule five (5).

Injuries, Accident Reports and Insurance Coverage

1. The school has purchased a group insurance policy, but it will not cover any interscholastic sports injuries. If a parent would like to purchase a voluntary interscholastic athletic insurance plan that would be available at the school offices upon request.
2. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the high school office.
3. It is the policy of W.I.A.A. and the School District of Manawa to have a medical release from a medical physician following any severe injury.
4. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions).

Care of Equipment

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.
3. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.

4. A student/athlete will not participate in another activity until all equipment and /or fines have been returned or paid to the appropriate coach or advisor.
5. A student/athlete will not receive any “end of the season” awards until all equipment; fees and/or fines have been returned or paid.

Practice, Competition, Contests (Athletic & Non-Athletic Activities)

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director’s discretion.
3. All athletes/members and/or parent/guardians/guardians are asked to give each coach and/or advisor a **24-hour courtesy time limit** prior to discussing an issue or concern following an event.

Changing a Sport/Activity

A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

Multi-Sport Participation

The Multi-Sport Participation Policy allows students to participate in two (2) sports/organizations during the same season, regardless if the sports are individual or team-oriented. If a student desires to participate in multiple sports during the school year, they must do the following prior to the start of any season:

1. Submit a completed contract to the Athletic Director prior to the first scheduled contest. This form includes:
 - Permission from his/her parent or guardian to compete in multiple sports in the same season.
 - Declaration by the student of the priority sport for tournaments in the event of scheduling conflicts.
 - Approval by the Head Coach(s) of each sport.
 - Signature of student’s agreement to coordinate the practice/contest schedule for the season in coordination with the coaches.
 - Signature of the Athletic Director.
2. The athlete must participate in at least one regular season event in the secondary sport so that they are eligible to participate in the conference tournament in that sport.
3. The Athletic Director will share the list of multi-sport athletes with the Central Wisconsin Conference Commissioner and the other CWC Athletic Directors prior to the start of each season.

It is the goal of the Athletic Department to have continuous communication between student athletes, coaching staff, and the Athletic Department to avoid putting athletes in difficult situations.

If a student quits a primary sport, the student will need consent from both coaches to participate in any of the secondary sports from that point forward that season. If a student

quits a secondary sport, the student will only be able to participate in the primary sport from that point forward that season.

The following Multi- Sport Priorities have been established for the benefit of all athletes:

1. Games come before practices.
2. Tournaments come before games.
3. Districts come before games and tournaments.
4. State comes before all else.

Athletic Awards (Athletic Activities)

1. A letter "M" and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.
2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.
3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.
4. All awards will be received and displayed with honor, pride and dignity.
5. Any "M" which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.
6. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc.) or honors during the season in which the code violation was committed and/or served.

Pre-Season Meeting

Portions of this Student Handbook shall be presented to each student during a mandatory pre-season meeting and/or the first day that he/she reports for a co-curricular activity. A physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at this time as well. The original signed form for the Student Handbook, physical card, Concussion Form, and Emergency Form shall be kept on file in the High School office. The Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

Parent/Guardian Involvement

Parent/guardian attendance at pre-season meetings is required and involvement throughout the season is encouraged. If a parent/guardian cannot attend they are required to check view the presentation either on DVD or online if available.

ATHLETIC CO-CURRICULAR ACTIVITY FEES 2018-2019

Following is the list of Athletic Co-Curricular Activities and their fees for the Junior High School:

Basketball (Girls & Boys)	\$15.00
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Cross Country (Girls & Boys)	\$15.00
Football	\$15.00
Track (Girls & Boys)	\$15.00
Volleyball	\$15.00
Wrestling Club	No Charge

Maximum per Junior High student \$30.00 per year

Following is the list of Athletic Co-Curricular Activities and their fees for the High School:

Baseball	\$30.00
Basketball (Girls & Boys)	\$30.00
Cross Country (Girls & Boys)	\$30.00
Football	\$30.00
Golf (Girls & Boys)	\$30.00
Softball	\$30.00
Track (Girls & Boys)	\$30.00
Volleyball	\$30.00
Wrestling	\$30.00
Cheer/Dance Club	No Charge

Maximum per High School student \$75.00 per year

Maximum per family (Junior and Senior High) \$150.00 per year

Fees are to be made payable to Little Wolf Jr./Sr. High School.

DRESS AND GROOMING

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothing that is seasonably suitable for school activities. Students wearing inappropriate clothing, such as but not limited to: clothing with alcohol/tobacco reference, inappropriate slogans and suggestive in nature may be asked to return home to make necessary changes.

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, or strapless garments worn.
- Straps on tank tops must be at least 2 inches wide.
- Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry with sharp objects, low riding pants, etc., are not allowed to be worn in the school.
- The wearing of flip-flops is discouraged.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Would I interview for a job in this outfit? (Yes)

5. Am I dressed appropriately for the weather? (Yes)
6. Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, s/he may be removed from the educational setting.

Reporting Concerns:

Anyone in violation will be sent to the office.

If a dress code violation occurs, the following steps will be taken:

- **First Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc.,
- **Second Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and a parent/guardian will be notified by phone.

Students attending after school events need to follow the dress. This includes, but not limited to sporting events, and school concerts.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

STUDENT CONDUCT

School rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Disciplinary action will be decided on a case-by-case basis and imposed after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Violation of bus rules.
29. Refusal to accept discipline.
30. Criminal conduct.
31. Academic cheating/plagiarism

DRUG ABUSE PREVENTION

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

- As educational institutions of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.
- For purposes of this policy, "drugs" shall mean:
- All dangerous controlled substances as so designated and prohibited by Wisconsin statute;

- All chemicals that release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes":Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

USE OF TOBACCO IS PROHIBITED

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users are well established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

STUDENT CODE OF CLASSROOM CONDUCT

The School District of Manawa is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

GROUND FOR REMOVAL OF A STUDENT FROM CLASS

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further

disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the school;
- C. Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 - 1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
 - 2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
 - 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
 - 4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
 - 5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
 - 6. Pushing, striking, or other inappropriate physical contact with a student or staff member
 - 7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
 - 8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
 - 9. Restricting another person's freedom to properly utilize classroom facilities or equipment
 - 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
 - 11. Throwing objects in the classroom
 - 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking
 - 13. Behavior that causes the teacher or other students fear of physical or psychological harm
 - 14. Willful damage to or theft of school property or the property of others
 - 15. Repeated use of profanity
- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
 - 1. Repeated reporting to class without bringing necessary materials to participate in class activities
 - 2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others

- E Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. Is inconsistent with class decorum and the ability of other to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

PROCEDURE FOR STUDENT REMOVAL FROM CLASS

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class. The teacher will also contact the parent/guardian as to the reason for the removal.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. An alternative education program approved by the Board under State law;
- B. Another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. The class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent/guardian notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- Lunch-time & after-school detention;
- In-school restriction

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation.

In-School Discipline

The following rules shall apply to In-School Restriction.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cell phones, personal gaming/music devices, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

SUSPENSION AND EXPULSION

A. **Suspension**

1. **Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student’s parent/guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent/guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent/guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below:

- If the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent/guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. **Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. **Expulsion**

1. **Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;

- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent/guardian if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent/guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

STUDENT'S RIGHTS OF EXPRESSION

Little Wolf Jr./Sr. High School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent, or vulgar,

2. Advertises any product or service not permitted to minors by law,
3. Intends to be insulting or harassing,
4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student council.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a written request from a parent/guardian is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parent/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, play games or play cards, etc.;
- Not tamper with the bus or any of its equipment.

Leaving the bus

- Each student shall:
- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education may authorize the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

- Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent/guardians assume full responsibility for any transportation to and from School not officially provided by the school.
- The following rules shall apply.
- Parking lot speed limit is 5 mph.
- **STUDENT PARKING LOT PERMIT: \$10.00**
A new car/truck permit is required every year. It must be displayed behind the rear view mirror. Police patrol the parking lot. Students failing to display their parking permit will be fined.
- **SNOWMOBILE PERMIT \$ 5.00**
A new snowmobile permit is required every year. It must be displayed on the side of the snowmobile visible for the police to see. There will be a fine for students not displaying the snowmobile permit.
- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parent/guardians and approved by the Principal.
- No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parent/guardians of passenger students granting permission and approval by the Principal.

Addendum A

SCHOOL DISTRICT OF MANAWA

HARASSMENT COMPLAINT FORM (Attach additional sheets if necessary)

Date: _____

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/guardian

Name: _____

Who did the harassment? _____

Describe the harassment. Include time, dates, and location for each incident:

What was your reaction or what action did you take?

List any witnesses or anyone else who has information relevant to this complaint:

I understand these incidents will be investigated and that this form will be kept confidential as much as possible.

No person shall provide false information at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

(Signature)

Received by: _____

Date: _____



***Student/Parent/Guardian Handbook
Co-Curricular Code of Conduct Acknowledgement***

One signature page for each child in the school will be required

I have been given the opportunity to view and/or obtain any of the above information for review. My child and I have read and understand the information contained in each section. By signing below, we agree to follow the rules and guidelines within the Student/Parent/guardian Handbook, Including Co-Curricular Code of Conduct.

I am aware that the Student Handbook and Code of Conduct are available on the School District of Manawa website, in each student's offline Google Drive folder, and available in paper form at each District Building

Please note, the Board of Education will be approving the official Student/Parent/Guardian Handbook, Including Co-Curricular Code of conduct handbook on 7/17/18. At this time, the draft version is posted.

Parent/Guardian Signature: _____ **Date:**

Student Signatures: _____



Students choosing to excel; realizing their strengths.

To: Dr. Melanie J. Oppor
 From: Michelle Pukita
 Date: June 8, 2018
 Re: **MES Student Handbook**

The purpose of this memo is to highlight the changes in the **MES Student Handbook** as follows:

Page #	Current Language (If applicable.)	Proposed Change or Addition
Cover; 1	2017-2018; wolf graphic	2018-2019; new Manawa logo
2	2017-2018; wolf graphic	2018-2019; new Manawa logo
2	Mrs. Kris Wegener	Will change to new Administrative Assistant after retirement
2	Handbook adopted June 2017	Handbook adopted to June 2018
3	2017-2018 calendar	2018-2019 calendar
4	Kristine Wegner, kwegner@manawaschools.org	New Administrative Assistant
4	Sheri Barber; 1 st Grade Teacher; sbarber@manawaschools.org	When this position is filled, this will be updated
4	Christine Hansen; 3 rd Grade Teacher;	This is moved to 5 th Grade Teacher as reduction in 1 third grade section has been Board approved.
4	Andrea Whitman; 5 th Grade Teacher; awhitman@manawaschools.org	This will be deleted.
4	New addition	Special Education Teacher; Name will be entered once position is filled
5	Molly Schlaak; vocal music teacher; mschlaak@manawaschools.org	When this position is filled, this will be updated
5	Olivia Koehn; District Nurse; okoehn@manawaschools.org	When this position is filled, this will be updated
5	Lindsey Vandenlangenberg; Para-professional	This is deleted. Will add new paraprofessional
14	7:30 a.m. Breakfast; 7:50 Classes Begin	7:30 a.m. Breakfast; 7:40 a.m. Students report to classrooms; 7:50 a.m. Classes begin
14	Wednesday Early Dismissal will be 1:50 p.m., except on September 6 th and June 6 th dismissal will be 2:50 p.m.	Wednesday Early Dismissal will be 1:50 p.m., except on September 5 th and June 5 th dismissal will be 2:50 p.m.

Student Handbook

2018-2019



Manawa Wolves

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

Telephone: (920) 596-2238 – Fax: (920) 596-5339

www.manawa.k12.wi.us

Manawa Elementary Handbook 2018-2019



Dear Students and Parents:

Welcome to the 2018-2019 school year. We are excited that you are a part of our great School District of Manawa and look forward to working with you and your child.

Please read and keep this book as a reference for any questions that may come up throughout the year. The handbook contains all of the necessary information about the day to day operation of our school. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office.

I look forward to working together with you during the course of the school year. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Mrs. Michelle Pukita

- Mrs. Michelle Pukita, Principal (920) 596-2259
- Ms. Danni Brauer, Special Education/Curriculum and Instruction Director, (920) 596-5301
- Ms. LuAnne Ujzdowski, School Counselor (920) 596-5703
- Mrs. Kris Wegener, Administrative Assistant, (920) 596-2238

Board of Education Approval

Student Handbook adopted June 2018

X No School

O P/T Conferences

Early Release / Staff Development

▲ End of Quarter / Semester
Inservice (No School)

SCHOOL DISTRICT OF MANAWA

2018- 2019 SCHOOL CALENDAR

UPDATED 5-21-18

1 Hr Early Release Day

Commencement

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 - Independence Day

1 - No School - Holiday Break
 18 - End of 2nd Qtr (45 days)
 18 - End of 1st Semester
 21 - Records / Inservice - No School
 21 - Student Days - 1 Inservice

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 - New Curriculum Day
 27 - New Teacher Orientation

28 - Full Day Inservice
 29 - AM Inservice / PM Work in Rms
 29 - Open House 3:30 - 6:30 both schools
 30 - Full Day Inservice
 3 Inservice Days

18 - Inservice - No School
 28 - P/T Conf 3:30 - 7:30 pm - Both Schools
 19 - Student Days / .5 PT Conf / 1 Inservice

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Labor Day - No School
 4 - 1st Day of School

19 - Student Days

1 - No School - P/T Conf 7:30 to 10:30 a.m.
 1 - PM Teachers Dismissed
 14-15 Spring Break
 29 - End of 3rd Quarter (45 days)
 18 - Student Days

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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					

4 - P/T Conf 4:00 to 8:00 pm - Both Schools
 25 - Early Release / Staff Development
 26 - No School

22 - Student Days / .5 PT Conf / .5 Inservice

19-22 Holiday Break - No School
 20 - Student Days

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 - End of 1st Quarter (43 days)
 8 - P/T Conf 4:00 to 8:00 pm - Both Schools
 21-23 No School - Thanksgiving

19 - Student Days / .5 PT Conf

25 - AM Commencement Ceremony
 27 - No School - Memorial Day
 22 - Student Days / .5 Inservice

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11 & 13 Holiday Concerts (tentative)
 17 - Board Meeting
 24 - 31 - No School - Holiday Break

15 - Student Days

5 - Last Day of School
 6 - AM Records (45 Days)
 6, 7, 8 - Make-up Days or Add Minutes
 3 - Student Days / .5 Inservice

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 3 inclement weather days will not be made up. Additional inclement weather days will be made up on June 6, 7 and 8 or add minutes.

OFFICE STAFF

NAME	CONTENT AREA	EMAIL
MICHELLE PUKITA	ELEMENTARY PRINCIPAL	mpukita@manawaschools.org
KRISTINE WEGENER	MES ADMINISTRATIVE ASSISTANT	kwegner@manawaschools.org
MELANIE J. OPPOR, PhD	DISTRICT ADMINISTRATOR	moppor@manawaschools.org
CARMEN O'BRIEN	BUSINESS MANAGER	cobrien@manawaschools.org
JEANNE FRAZIER	DISTRICT ADMINISTRATIVE ASSISTANT	jfrazier@manawaschools.org
DANNI BRAUER	SPECIAL EDUCATION/ CURRICULUM DIRECTOR	dbrauer@manawaschools.org
JACQUELYN GAST	DIRECTOR READING SPECIALIST	jgast@manawaschools.org
VALERIE PARI	INTERVENTIONIST	vpari@manawaschools.org
BRYANT COBARRUBIAS	TECHNOLOGY DIRECTOR	bcobarrubias@manawaschools.org
BRENDA SUEHS	FOOD SERVICE DIRECTOR	bsuehs@manawaschools.org

MANAWA ELEMENTARY SCHOOL STAFF

NAME	CONTENT AREA	EMAIL
JILL SEKA	EARLY CHILDHOOD TEACHER	jseka@manawaschools.org
JANET HUEBNER	4-year old KINDERGARTEN TEACHER	jhuebner@manawaschools.org
CORTNEY STILEN	KINDERGARTEN TEACHER	cstilen@manawaschools.org
MICHELLE POPPY	KINDERGARTEN TEACHER	mpoppy@manawaschools.org
TBD	1 st GRADE TEACHER	TBD@manawaschools.org
JENNIFER ROSIN	1 st GRADE TEACHER	jrosin@manawaschools.org
KATHERINE FLAMANG-FIEL	2 nd GRADE TEACHER	kfield@manawaschools.org
ALICIA DEAN	2 nd GRADE TEACHER	adean@manawaschools.org
BECKY STORMOEN	3 rd GRADE TEACHER	bstormoen@manawaschools.org
JEANNE MEIER	3 rd GRADE TEACHER	jmeier@manawaschools.org
CATHLEEN MCCOY	4 th GRADE TEACHER	cmccoy@manawaschools.org
MELISSA TASSONE	4 th GRADE TEACHER	mtassone@manawaschools.org
CHRISTINE HANSEN	5 th GRADE TEACHER	chansen@manawaschools.org
SARAH HIGHLANDER	5 th GRADE TEACHER	shighlander@manawaschools.org
BRADLEY JOHNSON	6 th GRADE TEACHER	bjohnson@manawaschools.org
MERIA WRIGHT	6 th GRADE TEACHER	mwright@manawaschools.org
TBD	SPECIAL EDUCATION TEACHER	TBD@manawaschools.org

MEGAN ANDERSON	SPECIAL EDUCATION TEACHER	manderson@manawaschools.org
SHELLEY RADLEY	GENERAL MUSIC TEACHER	sradley@manawaschools.org
JUDITH CONNELLY	TITLE I TEACHER	jconnelly@manawaschools.org
TBD	VOCAL MUSIC TEACHER	@manawaschools.org
JENNIFER KRUEGER	LIBRARY MEDIA SPECIALIST	jkrueger@manawaschools.org
ANN ROMBERG	SPEECH THERAPIST	aromberg@manawaschools.org
AUSTIN ROHAN	5-12 INSTRUMENTAL MUSIC	arohan@manawaschools.org
TBD	DISTRICT NURSE	@manawaschools.org
KRIS THOMPSON	HEALTH/OFFICE/TRANSPORTATION	kthompson@manawaschools.org
LUANNE UJAZDOWSKI	SCHOOL COUNSELOR	lujazdowski@manawaschools.org
SARAH BORTLE	ART TEACHER	sbortle@manawaschools.org
CORRIE ZIEMER	PHYSICAL EDUCATION TEACHER	cziemer@manawaschools.org

To reach any staff member by phone, please call the office at 596-2238 and our school secretary will re-direct your call. We ask that all non-emergency calls during teaching periods be directed to voice-mail.

VALUABLE MEMBERS OF MANAWA ELEMENTARY STAFF

CONNIE SELL	PARA-PROFESSIONAL
Bobbie Jo	FOOD SERVICE
STEPHANIE FLYNN	SPECIAL EDUCATION SECRETARY
ROBERT PHELAN	CUSTODIAN
TAMARA JOHNSON	PARA-PROFESSIONAL
TORI GAST	LIBRARY PARA-PROFESSIONAL
MELISSA LOBIANCO	PARA-PROFESSIONAL
DEE DEE LOWNEY	CUSTODIAN
PAT SPIEGELBERG	PARA-PROFESSIONAL
DIANE TEUSCHER	PARA-PROFESSIONAL
TBD	PARA-PROFESSIONAL

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

FOREWORD

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

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact LuAnne Ujazdowski, Guidance Counselor or Principal Michelle Pukita. You will find their phone numbers/e-mail addresses listed in the Staff Directory section of the handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2016 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

MISSION OF THE SCHOOL

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact school counselor, LuAnne Ujazdowski, at 920-596-5703.

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

Dan Wolfram
Principal (920) 596-5310
5332 dwolfram@manawa.k12.wi.us

Carmen O'Brien
Business Manager (920) 596-
cobrien@manawa.k12.wi.us

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

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

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

Harassment Policy*

**Parents/guardians and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment and Bullying available on the District web site or by contacting the school main office.*

Summary of Board of Education Policy

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

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

Definitions

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

Reporting Procedures

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

The reporting procedures are as follows:

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

Confidentiality

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

Sanctions and Monitoring

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

Retaliation

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

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

Bullying Policy

**Parents/guardians and students are encouraged to read the full text of the Board of Education Policy governing Bullying available on the District web site or by contacting the school main office.*

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or

personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off-school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm.

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

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

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

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

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

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

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parent/guardians, guests, volunteers, and contractors, and removal from any official position.

and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

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

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

Some examples of bullying are:

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

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment" means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;

- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

SECTION 504/ADA COMPLAINT

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

LuAnne Ujazdowski
 School Counselor, (920) 596-
 5703 lujasdowski@manawa.k12.wi.us

The complaint procedure is available in the School office.

SCHOOL DAY/BELL SCHEDULE MANAWA ELEMENTARY BELL SCHEDULE

Arrival

School begins promptly at **7:50 a.m.** Students may be dropped off as early as 7:30 a.m. for breakfast. Please do not drop students off before 7:30 a.m. as we cannot guarantee adult supervision prior to this time.

Daily Schedule

7:30 a.m.	Breakfast
7:40 a.m.	Students report to classrooms
7:50 a.m.	Classes begin
10:45 a.m.	Morning 4K & Early Childhood dismissal
12:00 p.m.	Afternoon 4K begins
2:50 p.m.	Dismissal for students

**4K and Early Childhood attend school Monday, Tuesday, Thursday, Friday.*

**Wednesday Early Dismissal will be 1:50 p.m., except on September 5th and June 5th dismissal will be 2:50 p.m.*

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

Students who are new to Manawa Elementary School are required to enroll with their parent or legal guardian. When enrolling, the parent/guardian will need to bring:

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

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

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

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

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due.

OPEN ENROLLMENT

The School District of Manawa will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardians and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse, Trisha Taber.

STUDENT ACCIDENTS/ILLNESS/CONCUSSION

The School District of Manawa believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parents/guardians, and the filing of accident reports.

EMERGENCY MEDICAL AUTHORIZATION

Per Board policy, every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent/guardian at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

USE OF PRESCRIBED MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- Parents/guardians should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the principal and the school nurse before the student will be allowed to begin taking any medication (including emergency medications for allergies and/or reactions) during school hours. The forms are available in the School office.
- All medications to be administered during school hours must be registered with the nurse's office.
- Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent/guardian.

- For each prescribed medication, the container shall have a pharmacist's label with the following information:
 1. Student's name
 2. Practitioner's name
 3. Date
 4. Pharmacy name and telephone
 5. Name of medication
 6. Prescribed dosage and frequency
 7. Special handling and storage directions
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent/guardian will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained by the School that will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent/guardian's written release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from both physician and parent/guardian, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

USE OF NON-PRESCRIBED (DRUG PRODUCTS)

- Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parent/guardian consent.

The Nonprescription Drug Product Request must be filed with the School Nurse or Principal before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parent/guardians request to administer a nonprescription drug product shall contain the following information:

- A. Student's name
- B. Date
- C. Name of medication
- D. Dosage and frequency
- E. Special handling and storage directions

Further, only those nonprescription drugs that are provided by the parent/guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents/guardians may authorize the school to administer a non-prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also authorize on the form that their child:

- May self-administer the medication.
- Keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed drug product without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

HEAD LICE

If a child in the District is found to have lice, the child's parent/guardian will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" and no nits as criteria for return to school.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent/guardian of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a communicable disease as identified by the Wisconsin Department of Health Services. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human

Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parent/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact Dr. Melanie J. Oppor (920) 596-2525.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with limited English proficiency. To inquire about programs and services, a parent/guardian should contact Carmen O'Brien at (920) 596-5840.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parent/guardians and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parent/guardians of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes student records that identify a student's name, photograph, participation in officially recognized activities and sports, weight and height for members of athletic teams, date of graduation, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

- If parents/guardians and eligible students do not submit their written objection to dissemination to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent/guardians' consent in writing. However,

there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent/guardian's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Dr. Melanie J. Oppor.

Parents/guardians and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, his/her parent/guardian, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parent/guardians;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parent/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Jeanne Frazier, Administrative Assistant, to inspect such materials.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. The administration of any survey by a third party that contains one or more of sensitive information contained in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT FEES, FINES, AND CHARGES

The district fee for Kindergarten through Grade 6 students is \$15.00.

There is no district fee for 4K students.

The field trip fee for 4K through Grade 6 students is \$10.00.

A student athletic pass is available for optional purchase for \$5.00.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- Students under the age of nine (9) must be accompanied by a parent/guardian or person sixteen (16) years of age or older.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from such students' parent/guardians to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent/guardian or a person at least sixteen (16) years of age.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents/guardians have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school for consumption in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WDUX ----Waupaca 92.7
WFRV-CH 5
WLUK-CH 11

WBAY-CH 2
WSAW-CH 7
NBC 26

If there is no announcement made on the radio and television stations, school will be open and the buses will be running. If the weather should turn severe during the day and buses are sent out early, an announcement to this effect will be made on the above stations. Parents/guardians will also have the option of receiving an alert to their phone or email account. It is the responsibility of the parent/guardian to ensure updated directory information. Parents/guardians and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used

in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions.

Students may not bring visitors to school without first obtaining advanced written permission from the principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

SCHOOL DISTRICT OF MANAWA

Electronic Communication Device Policy

The School District of Manawa recognizes the value electronic communication devices add to the educational experience of all students as well as aid in improving communication with parents/guardians. Therefore, the use of wireless communication devices (WCDs) before and after school, during after school activities (e.g. extra- curricular activities), and/or at school-related functions is permitted. WCDs may also be used in class when authorized by the

classroom teacher. Use of WCDs at any other time is prohibited. Such possession or use of the WCDs may not, in any way,

1. Create a distraction, disruption or otherwise interfere with the educational environment.
2. Endanger the health or safety of the student or anyone else.
3. Invade the rights of others.
4. Involve illegal or prohibited conduct of any kind.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Permission for the possession of a WCD is allowed after an Electronic Communication Device Permit is signed by a parent/guardian, approved by the principal/designee, and on file in the principal's office. The permit will only be valid for the school year in which it was filed. Permission to possess a WCD is dependent on observing the following:

- Students are personally and solely responsible for the care and security of their WCDs. The School District of Manawa and its employees assume no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.
- Students agree that the WCD will remain turned off except when the student is using the device. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.
- Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person during the school day, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- "Sexting", the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. This prohibition also explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
- WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. See Locker Room Privacy Policy. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.
- No expectation of confidentiality will exist in the use of WCDs on school premises/property.
- Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Harassment and/or Bullying of Students.

- Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

Any person who knows a student is using a WCD in violation of this policy is obligated to report the violation to the building principal.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during permissible times of the school day.

LEGAL REF.: Section 118.28 Wisconsin Statutes

Students who violate this policy will face the following disciplinary consequences: (Any electronic device or combination thereof).

1st offense –Warning – device is requested to be turned off.

2nd offense – Teacher confiscates for the class period.

3rd offense – Phone is turned in to the main office where a parent or guardian must pick up.

Students refusing to relinquish their WCD may receive an in-school or out-of-school suspension. If they still refuse the proper authorities will be called.

WEAPONS

The Board of the School District of Manawa prohibits possession, use or threat to use, or storing of a weapon or look-alike weapon on school premises before, during, or after school, or at any school-sponsored activity. "School premises" includes a school building, school bus or vehicle, or any other school facility (including any school transportation facility, whether owned or contracted by the District). Students may not have live ammunition on the school site.

Determination of whether an item constitutes a weapon under this policy shall be made in accordance with established procedures. Exceptions to this policy include items which otherwise might be classified as weapons which are brought or transported to school premises or activities as part of a recognized activity for which the item is required, unless such is prohibited by law. (Examples might include but are not necessarily limited to guns handled by a staff member in a gun safety class, a look-alike gun which might be used in a dramatic activity, a gun bayonet which might be part of a history lesson, or a starting pistol used by a staff member in a track athletic event.)

Teachers should advise the appropriate building administrator beforehand of any activity or lesson necessitating the bringing to school of materials such as those described in this policy. Anyone found to be in violation of this policy is subject to discipline and/or legal action. If any part of this policy is held to be invalid under operation of the law, it shall not affect other parts of this policy which may be in compliance with the law.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located by the main school entrance hallway that may be used for posting notices after receiving permission from the principal.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

LUNCH PROGRAM

Hot Lunch & Breakfast Prices for 2016-2017 School Year:

Hot Lunch (Per Day)	
Elementary	\$2.80
Adult	\$3.50
Breakfast (Per Day)	
Elementary	\$1.20
Adult	\$1.75
Milk (Per Day)	\$.30

Reduced price is **\$.40** for breakfast and **\$.40** for lunch for all qualifying students in the district.

Free and Reduced Meal applications must be filled out each year. Forms are available in each school office, and the District Office. They can be filled out at ANY time throughout the year.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

GRADES

The Teachers have a standard-based grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The term standards-based refers to systems of instruction, assessment, grading, and academic reporting that are based on students demonstrating understanding or mastery of the knowledge and skills they are expected to learn as they progress through their education. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

GRADING PERIODS

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

Parent/Guardian / Teacher Conferences: Parent/guardian/teacher conferences will be held for the purpose of evaluation of student progress in school. Parents/guardians are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. Any time a parent/guardian wishes to see his/her child's records or confer with a teacher s/he should make an appointment through the Elementary School office.

PROMOTION, PLACEMENT, AND RETENTION

Grades 5K-6 Level

Criteria: To be promoted all students in grades 3-8 must demonstrate adequate progress in core subject areas. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "S" in grades kindergarten, one and two or a "D" or higher in grades three through eight. If adequate progress is not evident, based on the report card scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.

The multiple measures to consider may include, but are not limited to:

- A. Wisconsin School Assessment System Examination scores
- B. Response to Intervention/Instruction documentation
- C. Local assessments
- D. Teacher recommendations
- E. Demonstrate adequate progress toward attainment of annual goals specified in the Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student.

Remediation Opportunities

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents/guardians of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students, with the support of their parents/guardians, can take full advantage of Response to Intervention/Instruction (RtI) time, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion. Students' progress in meeting grade-level criteria will be monitored using universal screeners. "Universal screening is the systemic assessment of all children within a given class, grade, school building, or school district, on academic and/or social-emotional indicators that the school personnel and community have agreed are important" (Ikeda, Neessen, & Witt, 2009).

Universal screeners are administered in fall, winter, and spring if:

- A student scores below the cut score, differentiation instruction within the classroom will take place. The Building Consultation Team (BCT) supports the teacher in this process.
- The student continues not meeting the target growth; the BCT reviews additional data (formative, summative, and observational). The team then consults with the relevant staff and the parent/guardian is contacted. The team and parents review STAR data, Fountas and Pinnell Benchmark results, and teacher data.
- A BCT meets to identify appropriate evidence based on the intervention plan. The teacher documents frequency, duration, and method of data collection. The progress monitoring data is brought to the BCT throughout the intervention. Tier 2 (small group instruction provided outside of the classroom setting) will be put in place.
- If the intervention was successful, the student returns to universal instruction and the teacher continues to monitor progress for four (4) to six (6) weeks to ensure progress is maintained.
- If the intervention was not successful, then the BCT meets and reviews fidelity and intensity of the intervention. The plan will be modified and Tier 3 (individualized intervention) will be put in place.
- If this is unsuccessful, the BCT will reconvene and review the fidelity and intensity of the intervention. The plan will be modified and the appropriateness of a special education referral will be considered

Appeal Process

Parents/guardians of the student recommended for retention may appeal to the District Administrator or designee. Such appeals shall be filed in writing no later than five (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The District Administrator or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.

HOMEWORK

Teachers will clearly convey homework assignments and expectations to the students. Teachers will exercise flexibility in assigning homework with regard to total school curriculum workload.

Students at Manawa Elementary School will be provided with a student agenda or a similar recording/communication tool. Agendas will be used to keep track of assignments and long-term projects as well as a communication tool for both teachers and parents.

Students must accept, as their own responsibility, obtaining homework assignments missed due to absences. Homework completion of high quality is an essential part of the learning process.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyber-bullying" is prohibited. "Cyber-bullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."

Cyber-bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities.

The school has many student groups that are approved by the Board of Education such as Student Council.

CO-CURRICULAR ACTIVITIES

Co-curricular activities will include, but are not limited to, Club Sports.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. For further information, contact the Booster Club.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five-(5) year-old kindergarten shall attend school regularly, religious holidays exempted, during the full period and hours that kindergarten is in session until the end of the school term.

- Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

Excuse for Absence

A parent/guardian of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Principal, Mrs. Pukita, who serves as the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

Excused Absences

A student shall be excused from school for the following

reasons: Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 5 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction.

Permission of Parent or Guardian

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

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend the funeral of a relative
- legal proceedings that require the student's presence
- vacations

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- Quarantine: Quarantine of the student's home by a public health officer.
- Illness of an Immediate Family Member
- Emergency: An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

Truancy

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

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences.

Approved Absences: Personal illnesses, a death in the family, religious holidays, or extreme emergencies are acceptable reasons for an absence. A **valid** excuse written by a parent/guardian must be presented to the office upon return to school, or a phone call from a parent/guardian on the day of absence, documenting the reason for the absence must be made to the school office. For a definition of a "**valid**" excuse, see the following examples:

Examples of Unexcused Absences:

- Oversleeping
- Stayed home to finish homework
- Missing the bus/car wouldn't start
- Shopping/haircut/pictures
- Leaving school without permission

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent/guardian to ensure that their child attends school regularly. Parents/guardians are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Notification: When a student's attendance for the day is unexcused, contact will be made to the parent/guardian. A message may be left on an answering machine. The parent/guardian will then have 2 days to notify the school office, either by phone or written note, stating the reason for the absence. If after 2 days the office has not received notification for the unexcused absence, the student then becomes truant and will be referred to administration for disciplinary action.

TARDINESS

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. Elementary School: All students who are tardy to school must report to the office upon arrival and get an admit slip to class.

Cases of truancy/tardiness will be referred to the school principal to plan options for addressing the truancy concern.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are safe, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school activity.

CODE OF CONDUCT

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unfavorably on him or her or the school. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unfavorably on a participant/athlete or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to:

anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.

- Purchase, use or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered. Students who knowingly or unknowingly attend a party/gathering where alcohol is being used illegally or drugs are present, are expected to remove themselves immediately from the residence. Students are encouraged to report the scenario to a school administrator immediately.

Sportsmanship

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

DRESS AND GROOMING

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothing that is seasonably suitable for school activities. Students wearing inappropriate clothing, such as but not limited to: clothing with alcohol/tobacco reference, inappropriate slogans and suggestive in nature may be asked to return home to make necessary changes.

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, or strapless garments worn.
- Straps on tank tops must be at least 2 inches wide.
- Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry with sharp objects, low riding pants, etc., are not allowed to be worn in the school.
- It is encouraged to wear shoes with a back strap to keep children safe for playground running and play.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Would I interview for a job in this outfit? (Yes)
5. Am I dressed appropriately for the weather? (Yes)
6. Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, s/he may be removed from the educational setting.

Reporting Concerns:

Anyone in violation will be sent to the office.

If a dress code violation occurs, the following steps will be taken:

- **First Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc.,
- **Second Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and a parent/guardian will be notified by phone.

Students attending after school events need to follow the dress. This includes, but not limited to sporting events, and school concerts.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

STUDENT CONDUCT

School rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Disciplinary action will be decided on a case-by-case basis and imposed after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.

4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Violation of bus rules.
29. Refusal to accept discipline.
30. Criminal conduct.

DRUG ABUSE PREVENTION

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

- As educational institutions of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.
- or purposes of this policy, "drugs" shall mean: dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals that release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes":
- Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited.

Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

USE OF TOBACCO IS PROHIBITED

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users are well established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

STUDENT CODE OF CLASSROOM CONDUCT

The School District of Manawa is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

GROUND FOR REMOVAL OF A STUDENT FROM CLASS

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the school;
- C. Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
 2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
 4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
 5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
 6. Pushing, striking, or other inappropriate physical contact with a student or staff member
 7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
 8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
 9. Restricting another person's freedom to properly utilize classroom facilities or equipment
 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
 11. Throwing objects in the classroom
 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking
 13. Behavior that causes the teacher or other students fear of physical or psychological harm
 14. Willful damage to or theft of school property or the property of others
 15. Repeated use of profanity
- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. Repeated reporting to class without bringing necessary materials to participate in class activities
 2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- E Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. Is inconsistent with class decorum and the ability of other to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

PROCEDURE FOR STUDENT REMOVAL FROM CLASS

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. An alternative education program approved by the Board under State law;
- B. Another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. The class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The principal shall provide the parent/guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent/guardian notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action, up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents, the parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Writing assignments;
- Change of seating or location;
- Lunch-time detention;
- In-school restriction

SUSPENSION AND EXPULSION

A. Suspension

1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parent or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below:

- If the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. Expulsion

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent/guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

STUDENT'S RIGHTS OF EXPRESSION

Manawa Elementary School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent, or vulgar,
 - 2. Advertises any product or service not permitted to minors by law,
 - 3. Intends to be insulting or harassing,
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student council.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student council.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting Kobussen Buses at 920-389-1500.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a written request from a parent/guardian is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- Be on time at the designated loading zone (5 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parent/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, play games or play cards, etc.;
- Not tamper with the bus or any of its equipment.

Leaving the bus

- Each student shall:
- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;

- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education may authorize the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

- Riding a bike to school is a privilege which can be revoked at any time. A bicycle rack is located in the front area of school. Riding bicycles on the school property during school hours is not permitted except during events or special occasions that involve bicycles.
- The school district is not responsible for lost or stolen bicycles. We encourage students in kindergarten and first grade to ride with a buddy or sibling to ensure safety.

Addendum A

SCHOOL DISTRICT OF MANAWA

HARASSMENT COMPLAINT FORM

(Attach additional sheets if necessary)

Date: _____

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/guardian Name: _____

Who did the harassment? _____

Describe the harassment. Include time, dates, and location for each incident:

What was your reaction or what action did you take?

List any witnesses or anyone else who has information relevant to this complaint:

I understand these incidents will be investigated and that this form will be kept confidential as much as possible.

No person shall provide false information at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

(Signature)

Received by: _____

Date: _____

Student / Parent / Guardian Handbook:

I have been given the opportunity to view and/or obtain any of the above information for review. My child(ren) and I have read and understand the information contained in each section. By signing below, we agree to follow the rules and guidelines within the Student/Parent/Guardian Handbook.

Parent/Guardian Signature: _____ Date: _____

Student(s) Signatures(s): _____



Professional Educator Handbook

Approved by the Manawa Board of Education on July 20, 2015

Revised on Aug. 17, 2015

Revised on March 14, 2016

Revised on February 20, 2017

Revised on May 21, 2018

**School District of Manawa
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Manawa, WI 54949**

920-596-2525

www.manawa.k12.wi.us

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School District of Manawa

Students Choosing to Excel, Realizing their Strengths

Mission Statement:

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

Vision Statement:

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

Guiding Principles Grouped by Core Values:

1. ***Student Success - The District focuses on addressing the needs of all students by creating a student-centered learning environment conducive to all learners.***
2. ***Highly Effective Staff – The District demonstrates accountability to the students and community it serves by promoting high standards for:***
 - *Creating academically rigorous curriculum and instruction for ALL.*
 - *Closing the achievement gaps between sub-groups of students and their peers.*
 - *Engaging in regular professional development on research-based best practices.*
 - *Supporting and rewarding innovative and progressive initiatives.*
 - *Fostering a positive attitude toward change.*
 - *Expecting the highest degree of professionalism.*
 - *Creating a culture of competent and passionate employees.*
3. ***Innovative Leadership – The District demonstrates accountability to the students and community it serves by holding high leadership standards for:***
 - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
 - *Budgeting with the needs of all learners as the first priority.*
 - *Recruiting and retaining highly effective educators.*
 - *Creating balanced programming options for remediation and enrichment.*
4. ***Parent-Community Engagement – The District is a centers of community life and enhances the community’s quality of life to the extent that it promotes and supports:***
 - *Collaborating with all stakeholders involved in issues prior to decision-making.*
 - *Being transparent in communications.*
 - *Maintaining an open door policy.*
 - *Creating a culture that develops and sustains school/district pride.*
 - *Offering academic and social programs for families and the community.*
5. ***Learning Environment – Successful teaching and learning are nurtured in an institutional climate characterized by:***
 - *Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational and reliable work spaces for all.*
 - *Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.*
 - *Supplying and maintaining contemporary technology.*

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I. INTRODUCTION

A. WELCOME

We are pleased to have you as a member of the faculty of the School District of Manawa (SDM). The skills and commitment each employee brings to his/her job makes an important contribution to our goal of providing excellence in education to the students and families of the SDM. It is the District's responsibility to provide for the public education of students from 4-year-old preschool (4-K) through twelfth grade. The school system is governed by a seven-member Board of Education elected by area for 3-year terms by the residents of the District. The District Administrator is responsible for overall administration of the schools and implementation of Board policies. A SDM employee can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein. Any section in the handbook that is governed by a Board policy will provide the policy number in parentheses for easy access.

This *Professional Educator Handbook* has been written to provide information and guidance to faculty members. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to the District Administrator or your immediate supervisor.

B. DISCLAIMER

This Employee Policy Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or an appointment of employment, expressed or implied. All of the District's employees are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by appointment or statute. The School District of Manawa Board of Education reserves the right to add, delete or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Manawa, at any time with or without notice. The School District of Manawa Board of Education recognized the District's employees are an integral part of the development of terms and conditions of employment found within this Handbook. The Board of Education and/or its representatives will inform district employees prior to making any modifications found within this Handbook.

Violations of the terms of the *Professional Educator Handbook*, policies, regulations, or guidelines may result in disciplinary action, up to and including, termination of employment.

This *Professional Educator Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

This Handbook is not all-inclusive of the information for which faculty members are responsible for knowing and following. Additional publications that faculty members should follow include, but are not limited to, Board policies and guidelines, the *Teacher Performance Evaluation* (TPE) document, building bulletins and handbooks, the Mentoring Handbook, and curriculum guides.

II. EMPLOYMENT POLICIES

A. ANTI-HARASSMENT POLICY

The School District of Manawa is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person who disrupts or interferes with a person's work performance, or which creates an intimidating, hostile, or offensive work environment. Harassment may be student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical interference with movement, activities, or work.
3. Visual harassment, including derogatory cartoons, drawings, or posters.
4. Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance. Sexual harassment can take the form of any unwanted sexual attention ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, unsatisfactory work evaluations, different treatment, sarcasm, or unwarranted comments to or by peers.

Any individual who believes he/she has been subjected to harassment by any other person should report that incident to a building principal or to the District Administrator. If an employee is not comfortable making a complaint to their building principal or the District Administrator, the complaint may be made to the District Compliance Coordinators. It is the intent of the District to establish an atmosphere where complaints are timely investigated and the harassment is appropriately addressed. The Board designates the following individuals to serve as the District's Compliance Officers:

Dan Wolfram, Secondary Principal
515 E. Fourth St.
Manawa, WI 54949

920-596-2524

dwolfram@manawaschools.org

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

920-596-2524

cobrien@manawaschools.org

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

B. COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the Communication System when offering a suggestion or comment.

Handbook Addendum A

C. CONFLICT OF INTEREST AND ETHICAL STANDARDS

Professional educators are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to §19.59 and § 946.13 Wisconsin Stats.

D. DRUG-FREE WORKPLACE

The District seeks to provide a safe, drug and tobacco-free workplace for all of its employees. The manufacture, distribution, dispensation, possession, or use of tobacco, alcohol, inhalants, controlled substances, substances represented to be such (i.e. fake or look-alike substances), or unauthorized prescription medication, is prohibited on school premises, in school vehicles, or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, be under the influence of, or distribute any illegal drug, unauthorized prescription medication or alcoholic beverage as defined in Wisconsin Statutes while on school premises, during working hours or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illegal drug, unauthorized prescription medication or alcoholic beverage on school premises, during working hours or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including termination of employment. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a)(1)(D).

After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

E. EQUAL EMPLOYMENT OPPORTUNITY

The School District of Manawa shall not discriminate against an employee or applicant for employment on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, physical, mental, emotional or learning disability/handicap, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices. (as defined in §111.32, Wis. Stats.).

F. IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

G. OUTSIDE ACTIVITIES OF STAFF

Professional educators are expected to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. This would include engaging in social media communications that may portray the District in a negative light.

H. PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. If an employee has a change in any of the following information, the employee is expected to contact the Payroll Office as soon as possible:

1. Legal name
2. Home address
3. Primary telephone number
4. Emergency contact
5. Marital status
6. Change of beneficiary
7. Exemptions (W-4 Tax Form)

Any access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of employees and grant access to inspect or review those records as provided for in §103.13 Wis. Stats.

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established to either have a correction made to the information in question or to have the content in question removed from the file.

I. POLITICAL ACTIVITIES OF STAFF

Because political activities may be disruptive, divisive, and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings, in school buses and vehicles, and at all school sponsored activities unless part of a Board approved teaching unit.

J. CIVIC ACTIVITIES OF STAFF

Developing a sense of civic engagement and promoting a democratic society is at the heart of public education. Staff is encouraged to promote civic education.

III. EMPLOYMENT CONDITIONS

A. EMPLOYEE EXPECTATIONS

1. Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the District to operate effectively, employees are expected to perform all assigned duties. Teachers are professionals with a unique set of skills and competencies. They shall be present for the students they teach or supervise and shall organize their schedules to satisfy the demands of their profession. When leaving the school premises, they shall sign out in the school office.

Employees who are unable to report to work shall follow the procedures for reporting his/her absence and

obtaining a substitute. Any time spent not working during an employee's scheduled day must be accounted for in the substitute assignment system. The District monitors attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

2. Background Checks for Employment

Anyone applying for a position in the District is required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- a. Has been convicted of a misdemeanor or felony in this state or any other state or country; and
- b. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet a district's performance expectations, incompetence, inefficiency, neglect of duty, potentially illegal conduct, unprofessional conduct, or insubordination.

Knowingly falsifying or omitting information shall be sufficient grounds for termination of employment.

Additionally, anyone applying for any position shall be required to agree to the release of all records to the Board for examination for the purpose of verifying the accuracy of background and criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

3. Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each professional educator employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The professional educator shall immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and be responsible for contacting the appropriate authorities (Manawa Police Department and/or Waupaca County Department of Health and Human Services) who will then provide additional steps depending on the situational details and the child's residence address.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

4. Confidentiality

Wisconsin Statutes 118.125 and 118.26 outline the confidentiality of all student records including behavioral, health, and academic records. The District interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Failure to maintain the confidentiality of student records shall result in discipline, up to and including, termination of employment.

5. Copyright

A variety of machines and equipment for reproducing materials to assist employees in carrying out their educational assignments are available to professional educators in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards for District employees. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

6. District Safety Plan

The District has standardized lockdown procedures for use when the situation requires emergency safety measures. Each professional educator should know exactly what the lockdown procedures are and where the lockdown procedures are located for the assigned classroom or work location. Employees must follow the prescribed procedures during any emergency drill or situation.

7. District Property

The District may supply an employee with equipment or supplies to assist the professional educator in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft.

Employees may not utilize District property for personal use or gain. Limited use of telecommunications equipment, computer equipment, software, and minimal duplication-for-a-fee copy machine use are exceptions when used appropriately and do not interfere with the work responsibilities of the professional educator.

Any equipment, unused supplies, or keys issued must be returned prior to the professional educator’s last day of employment, including, but not limited to employee identification badges, parking permit, keys, and the key fob for building entry.

8. Emergency Drills

Every school conducts emergency drills in accordance with state law. All employees present in a building at the time of an emergency drill are required to participate in the drill.

9. Equipment Disposal or Relocation

All District-owned equipment intended to be moved to another building site or declared surplus for disposal purposes must first be approved by the principal for such change in use. An “Equipment Disposal/Relocation Request Form” must be submitted to and approved by the principal before any change is made. Classroom or building inventories should be adjusted accordingly.

10. False Reports

Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, investigatory interviews, physician’s statements, pre-employment statements, paid leave requests, student records, tax withholding forms, and work reports.

11. Homework

Professional educators must be familiar with and abide by the District’s policy and administrative guidelines regarding the assignment of homework to students.

12. Information Technology

The Manawa Board of Education has established policies that specify the rules for employee use of District-owned technology as well as personally owned technology. Professional educators are expected to know and abide by the District's policies and administrative guidelines related to use of technology.

Users of the District's information technology should have no expectation of privacy in the content of their personal files and records of their online activity while on the District's network.

13. Injuries to Employees

Professional educators are covered under Workers Compensation Insurance (Section 102.31, Wis. Stats.). In accordance with District policy, any work-related injury must be reported to the school office immediately so that proper reports may be filed for medical/hospital bills as well as claims for time off from work due to the injury. Failure to report an injury may jeopardize an employee's claim for payment of medical bills, disability claims, and/or back wages. Injuries sustained while on the job may not be covered under an employee's personal health insurance. It is the employee's responsibility to file injury reports with the school office within 24 hours of the event; the District assumes no responsibility for filing such reports.

14. Injuries to Students

Professional educators are responsible for reporting any student injury to the school office immediately. Each school's procedures for first aid, medical assistance, emergency assistance, parental contact, and appropriate written reports will be followed within 24 hours of the event.

15. Legal Actions Involving Employees

Every professional educator shall notify his/her principal as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude.

The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination of employment. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not be an automatic basis for termination of employment. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- a. the nature of the offense;
- b. the date of the offense;
- c. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment, or conviction.

16. Licensure/Certification

The term "teacher" means any person who is required to hold a certificate issued by the Department of Public Instruction (e.g., classroom teachers, librarians, counselors, etc.).

Evidence of such legal authority to teach must be filed with the District Administrator prior to the effective

date of any teaching appointment.

All matters related to obtaining and renewing a teaching license or certification is the professional educator's personal responsibility. Each professional educator who is required to be licensed or certified by law must provide the District with a copy of his/her current license or certificate to be maintained in his/her personnel file. Professional educators are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject shall be void. All teaching contracts shall terminate if, and when, the employee's authority to teach terminates, and no person shall be employed with an expired license. Employees shall maintain the licenses that are in effect upon hire. If a teacher changes his/her certification with the Department of Public Instruction, he/she must immediately notify the District Administrator in writing.

17. Operation of District Vehicles

All professional educators who drive a District vehicle must provide proof of a valid driver's license. Continued use of District vehicles is contingent on following the rules and procedures for using District vehicles. Professional employees who drive District vehicles must notify his/her principal immediately of any driving citation or conviction of a traffic violation. Principals receiving such notice will immediately notify the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District or personal vehicle.

18. Operation of Personal Vehicle

Professional educators who are required to drive their personal vehicle for District business or activities will be reimbursed at the Board-approved rate. The employee's personal insurance shall serve as the first level of coverage. If a professional educator is transporting students in a personal vehicle, the person is required to have the Department of Transportation vehicle inspection form completed and submitted to the District Office prior to transporting students. In addition, a copy of the professional educator's valid driver's license and copy of proof of insurance must also be submitted to the District Office.

19. Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the professional educator's regular position with the District. Professional educators shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board expects professional educators to devote maximum effort to the position in which employed. A professional educator will not perform any duties related to an outside job during the additional time that the responsibilities of the District's position requires; nor will a professional educator use any District facilities, equipment, or materials in performing outside work. When the periods of work are such that certain evenings, days, or vacation periods are duty free, the professional educator may use such off-duty time for the purposes of non-school employment.

20. Physical Examination, Drug Test, and Tuberculosis Risk Assessment

As a requirement for employment and in accordance with section 118.25 of the Wisconsin Statutes, employees will be required to furnish evidence of a physical examination and a Wisconsin tuberculosis (TB) risk assessment questionnaire screening form. When hired, a professional educator will be given a conditional offer of employment, contingent on evidence that the employee is of sound health and able to perform the essential functions of their job.

The physical examination will be performed by ThedaCare at Work.

A Wisconsin tuberculosis (TB) risk assessment questionnaire screening form and drug test must also be performed by ThedaCare at Work. The results of the testing must be submitted to the District Administrator before the effective date of employment.

Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District

where reasonable doubt arises concerning the professional educator's ability to perform the essential functions of his/her job, and consistent with the limitations imposed by applicable State and Federal law. Failure to comply with this request or failure to provide a doctor's certification of fitness for duties assigned may result in discipline, up to and including, termination of employment.

21. Professional Appearance

Professional educators are expected to be neat and professional in their dress and grooming. When on duty for the District, professional educators are role models for students and are expected to dress in a manner that is consistent with District expectations. Business casual is most appropriate. Casual dress is appropriate for field trips, shop experience, lab experiment, or clean-up which would possibly soil clothing. Employees must get approval from their principal if they feel business casual would not be appropriate for their level or certain activity. Administration will determine when personal protective equipment must be worn. On occasion, there are theme-based school/district sponsored days (ex. Homecoming, Think Pink, Red Ribbon Week, or sports-related days) where exceptions are made to the usual business casual dress.

22. Professional Development

All professional educators are expected to pursue independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

23. Residency

The District encourages employees to reside within the school district.

24. Safety Training

Professional educators for whom training in the following areas is deemed necessary and appropriate shall be trained as part of the District's safety program:

- a. the control of blood-borne pathogens
- b. the information regarding hazardous chemicals
- c. the use of automated external defibrillators
- d. the control of casual-contact communicable diseases
- e. the control of direct-contact communicable diseases
- f. the use of Cardio-Pulmonary Resuscitation (CPR)
- g. the use of Basic First Aid

Administrators may designate any safety training a condition of continued employment when provided at the District's expense.

25. Student Supervision

The District requires each professional educator to maintain a standard of care for supervision, control, and protection of students commensurate with the employee's assigned duties and responsibilities.

26. Student Teachers

The District recognizes its responsibility to assist in the training of future teachers by providing classroom placements for student teachers. Professional educators of the District will comply with the District's rules and procedures for the placement and supervision of student teachers.

27. Substitute Teachers

Professional educators must use the District's procedures whenever a substitute teacher is needed. Student teachers shall not be used as substitutes. Only the sub caller may make arrangements for substitutes, except when a principal must utilize internal substitutes due to an emergency situation or when a professional educator intends to be absent for non-school business for less than a half-day for which the professional educator must make arrangements with a colleague for coverage and notify the principal of the arrangements in advance of the absence. Substitute teachers are directly responsible to the building principal during the time they are assigned to that principal's building. Professional educators are responsible for providing current seating charts, lesson plans, classroom rules, and other information necessary for the orderly and effective operation of the class by the substitute.

Teachers who are asked to substitute for another teacher will receive \$18.00 per class period.

28. Volunteers

The District encourages community interest and participation in its schools in many ways, one of which is provision for volunteer service by qualified adults in assisting students and teachers in a variety of school and classroom-related activities. Proper utilization of volunteers not only affords personal satisfaction to adults interested in volunteer service, but it also affords increased learning opportunities to students who can benefit from a variety of learning experiences provided by the volunteer under the direction of the professional educator. All volunteers who work directly with students are required to have the District-prescribed annual background check. Special rules apply for teen volunteers.

Designated volunteer programs such as the Senior Tax Exchange Program (STEP) are of particular value to the students of the District. Because of the value of these designated volunteer programs and of volunteers in general, professional educators are expected to support the use of volunteers in their schools, their classrooms, and during school activities. Volunteers are to complete tasks of educational benefit set for them by the professional educators they are assisting. A volunteer is not empowered to independently diagnose student learning needs or prescribe student activities or formally evaluate student work. The latter tasks are reserved for the professional educator responsible for the students.

29. Work Spaces

Professional educators are expected to maintain professional and appropriate work spaces that are consistent with the professional educator's assignment and the District's educational program. Personal items should be kept to a minimum and should never violate District policies or directives. Personal appliances (e.g., coffee makers, refrigerators, microwaves) are not permitted in classroom settings unless there is an educational rationale and written approval of the principal.

Employees have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, District vehicles, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

30. Work Stoppage

Professional educators may not engage in, condone, assist, or support any work stoppage strike, slowdown, or sanction, or withhold in full or in part any services to the District. Professional educators who fail to perform their normal duties when so required as part of any action which disrupts the orderly operation of the District will be subject to whatever disciplinary action the District deems appropriate up to and including termination of employment as per State Statute 111.62 Strikes, work stoppages, slowdowns, lockouts, unlawful; penalty.

B. EMPLOYEE WORK DAY/HOURS OF WORK

1. Normal Hours of Work

Certified staff are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

The typical work day is defined as 7:30 a.m. until 3:30 p.m. (less 30 minutes for lunch).

During the school day professional educators are not to absent themselves from a class while that class is in session (except for legitimate student teacher training purposes), nor should professional educators leave the building earlier than the designated time at the end of the teaching day. Professional educators wishing to deviate from the above regulation must request and receive permission to do so from their building principal before taking leave. Requests should be limited to emergency situations or such instances where the task cannot be completed except during school hours.

2. Meetings

Faculty Meetings: Professional educators are required to attend all mandatory administratively scheduled meetings of the faculty, staff, department/grade level, or other sub-group of employee. Administratively scheduled meetings may begin before the normal workday begins or extend beyond the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings. Professional educators who are required to attend administratively scheduled meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings.

Student Progress Meetings: Professional educators are required to attend individual educational plans (IEP) team meetings, Response to Intervention team (RtI) meetings, parental conferencing meeting or other meetings of similar nature, which are normally conducted at irregular times and are required to attend such events regardless of the date, time, or duration of said meetings. Professional educators who are required to attend such student progress meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings. Professional educators attending student progress meetings during the work day, including during time designated for planning or preparation, will receive no compensation or additional remuneration beyond their regularly paid salary for attending such meetings.

3. Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to scheduled parent/teacher conferences and open houses at which attendance is mandatory except for professional educators who have received permission from their principal due to being engaged in other school activities scheduled at the same time.

4. Emergency School Closing

When inclement weather, other emergencies, or special situations require a delayed start or the closing of school for the day, professional educators are responsible for obtaining the revised work day information from the District website or District-designated media. Professional educators shall not report to work, nor shall their compensation be affected for such times, when school is closed unless otherwise directed by the administration in unique situations for which time compensation shall be provided.

In the event it is necessary to provide an unscheduled early release, professional employees will be informed of the situation by the administration. Professional educators shall leave during such emergencies and shall not have their compensation affected. When school is closed early due to inclement weather, teachers shall be excused to leave as soon as the busses have departed.

The District Administrator shall make the decision regarding emergency closings. Make-up time for emergency closures shall be in keeping with state statute and shall be at the discretion of the Board. Professional educators shall not receive additional compensation in the event the District requires missed day(s)/time to be made up with or without students.

5. School Calendar

The Board will publish a calendar which reflects One Hundred Eighty-Eight (188) work days.

C. EMPLOYEE RESPONSIBILITIES

1. Access to Students

Professional educators are responsible for making themselves available in their classrooms or work areas to students in the morning prior to the start of classes and after classes end at the conclusion of the student day. This access is intended to provide time for students who need remedial, make-up, or enrichment assistance to work with their teachers or other education professionals and is within the normal work day of salaried professional educators.

2. Attendance at School Events

Professional educators are required to attend all mandatory, administratively-required school events. These events, though not limited by enumeration, may be an open house, music program, art show, and/or other school or district events that occur after the normal work day. Professional educators who have a co-curricular conflict or other professional conflict may be excused at the discretion of their principal as long as such arrangements are made at least 24 hours in advance. The missed time may be required to be made up.

3. Curriculum Development

In addition to each professional educator's individual responsibility for developing the scope, sequence, and lessons for his/her teaching assignment in accordance with the Board-approved curriculum, every professional educator has the responsibility to participate in curriculum development for the District as part of a curriculum committee, grade level/departmental team, work group, or individual task. Each professional educator has the obligation to participate in ongoing curriculum committee work and is expected to contribute professionally to curriculum committee activity and to attend meetings as scheduled.

The District will maintain and publish a curriculum development schedule that may include, but is not limited to, an ongoing cycle that includes an outside audit, a curriculum rewrite process, and a textbook/resources process, or any other components deemed appropriate by the District for each curriculum area, grade-level, department, program, or other grouping determined by the District.

Each professional educator is assigned to a particular curriculum committee and is obligated to participate in the curriculum development and rewrite process as deemed appropriate by the District. Teachers ~~who accept and agree to~~ perform designated curriculum projects under the direction of the Curriculum Director and shall be paid the Board approved stipend. Teachers shall be paid upon approval of the entire scope of work by the Board.

Individual curriculum work outside of the regular cycle of curriculum development and rewrite, above and beyond the normal scope and sequence and lesson planning for which each professional educator is personally responsible for his/her teaching assignment, may be authorized by the District at the sole discretion of the District. The District may invite curriculum projects to be proposed by individuals, groups, committees, departments of the faculty, or administrators. The District will announce the criteria for approval and determine, in its sole discretion, the projects that are approved and conditions for such approval. Compensation for professional educators of approved non-cycle curriculum development and rewrite work,

often referred to as R & D summer curriculum projects, shall be paid the Board approved stipend upon Board approval of the curriculum documents.

Every professional educator also carries the professional responsibility to update and improve semester outlines and units of study for courses and classes personally taught as part of their regular salaried position. Each professional educator is expected to develop written materials within an approved format and to submit copies of these materials as directed by his/her principal.

4. Professional Duties

The District recognizes that each professional educator performs many duties not directly related with the regular classroom teaching assignment or other professional assignment nor specifically itemized in the position assignment. Professional duties are those considered to be part of the professional educators traditional workday and include, but are not limited to the following enumerated duties. The District, at its sole discretion, may add to or change this list.

- a. The assignment itself;
- b. Faculty meeting attendance and participation;
- c. District-level committee attendance and participation;
- d. School-level committee attendance and participation;
- e. Varied ad hoc committees on which professional educators have traditionally served;
- f. Open house(s) as scheduled;
- g. Parent conferences as scheduled;
- h. Implementation of discipline plans, IEPs, 504 plans, RtI plans, ELL plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;
- i. Supervision of students assigned during the workday (i.e., hallway, detention, to lunch or midday recess);
- j. Letters of recommendation for students except in cases where the student's performance would result in a negative response;
- k. Daily check of mailbox, minimally before school and in the afternoon;
- l. Daily monitoring of and response to email and voicemail;
- m. Summer monitoring of and response to email;
- n. Adherence to deadlines for submission of information and data to administration;
- o. Written/electronic lesson plans developed in advance in accordance with District format and expectations;
- p. Professional sharing of information obtained from workshop/conference attendance, site visit, school meeting, or District meeting.

5. Professional Growth

All professional educators shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

D. EMPLOYEE PERFORMANCE AND EVALUATION

1. Employee Evaluation

The District views employee evaluation as an ongoing process for the purpose of improving organizational

performance and assessing individual performance of employees. The process for employee evaluation is specified in the *Teacher Performance Evaluation Guide* which is shared annually with all professional educators. The District, at its sole discretion, may revise the *Teacher Performance Evaluation Guide* at any time. Any evaluation process must comply with all applicable state and federal laws and regulations. During an employee's first three (3) years in the District he/she shall be evaluated a minimum of two (2) times annually.

2. Employee Discipline

The Board of Education reserves the right to and the responsibility to manage the District's employees. The District Administrator or his/her designee may issue discipline or recommend termination of employment to the Board of Education, if necessary, consistent with the requirements of any applicable policy, procedure, rule or regulation as well as state and federal law. Staff has the privilege to request representation of choice when job performance with supervisor is to be discussed. A professional educator may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No employee may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees. Progressive discipline will generally progress as follows with documentation placed in the employee file:

- a. Oral reprimand,
- b. Written warning;
- c. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline;
- d. Termination.

As long as it is not arbitrary and capricious, the District Administrator may skip one or all steps in the progressive discipline model whenever the District Administrator deems that the severity of the offense merits it. Any professional educator who is suspended without pay or termination of employment shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the professional educator's personnel record. Instances of discipline are subject to the employee grievance procedure.

E. EMPLOYEE STATUS

1. Employee Definitions

Regular Employees: Regular Employees are defined as professional educators whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.

Regular Full-time School Year Employee: A regular full-time school year employee is defined as a professional educator who is scheduled to work at least 7 hours per day on a regular basis for at least a 180-day school year.

Regular Part-time School Year Employee: A regular part-time school year employee is defined as a professional educator who is scheduled to work less than 7 hours per day on a regular basis for at least a 180-day school year, or works less than the 180-day school year.

Exclusions: A regular full-time or regular part-time employee does not include student, substitute, temporary, or summer school employees.

Summer School Employees: A summer school employee is defined as a professional educator who is hired to

work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

The District will employ professional educators by issuing Individual Teaching Contracts to each professional educator. The Individual Teaching Contracts must be signed and returned to the District Office no later than the stated deadline in order to become a valid contract for the succeeding year.

The non-renewal of Individual Teaching Contracts shall be governed by § 118.22, Wis. Stats.

2. Determination of Assignments

The Board will employ teachers by issuing Individual Teaching Appointments to each teacher on or before March 15 each year. The Individual Teaching Appointments must be signed and returned to the District Office by law on or before June 15 of the same calendar year in order to become a valid appointment for the succeeding year.

The District Administrator is responsible for the assignment of all professional educators in conformance with any legal requirements or certification requirements. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject. After assignments are issued changes may have to be made due to late staff changes, grade level or school population changes, the final development of class schedules, enrollment changes in specific classes, budgetary/financial adjustments, computer failure, or other factors uncertain when the initial assignment was made. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

All current employees in the District may apply for summer school positions.

3. Transfers

Professional educators interested in transferring from one position to another will apply in writing to the District Administrator according to procedures provided in the vacancy announcement. Consideration will be given to such applications, and all transfer applicants shall receive a written response when the position is filled.

The District, at its discretion may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position.

Prior to an involuntary transfer to another grade level, department, program, or school, the professional educator shall be consulted by the District Administrator or his/her designee at which time the reason for consideration of the change in assignment will be explained. If an involuntary transfer of assignment is made, written notification will be made to the professional educator when the administrative decision is finalized.

Assignments shall be made in accordance with Policy 3130 – Assignment and Transfer. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

4. Reduction in Staff

The Board of Education reserves the right to reduce the number of positions (full layoff, or the number of hours in any particular position (partial layoff), as it determines is necessary for the continued operation of the District's educational program in an efficient and effective manner. Such staff reductions will be made in compliance with policy. In deciding which position(s) to reduce or eliminate, as well as the individuals

affected, the Board shall act in what it determines is in the best interest of the students and the District.

The non-renewal procedures (for teachers) of Section 118.22, Wis. Stats., do not apply to layoffs.

No professional educator whose position has been eliminated or reduced and whose employment has been terminated or modified shall have any right to be contacted by the District in the event that a vacancy opens in the future. Likewise, no professional educator whose employment has been terminated or reduced is entitled to a future position or will receive any preference over other applicants. Professional educators whose employment ended or was reduced with the District due to a reduction in force shall not be prevented from applying for future positions with the District.

For teachers:

- a. Where appropriate, attrition may be used to achieve the necessary number of position reductions.
- b. The evaluating administrator will review the Educator Effectiveness Project evaluation data and professional file as maintained in the district office for each teacher in the elementary divisional level (4K-6) and at the secondary (gr. 7-12) by department. The principal shall make recommendations with supporting documentation to the District Administrator as to effectiveness of the teaching staff. The decision will be based on the preponderance of the evidence. (See TPES Guidebook.)
- c. An independent, outside evaluator may be secured with the authorization of the District Administrator to provide an objective assessment of the teacher's performance and will be used in conjunction with the data collected by the evaluating administrator. The request to use an outside evaluator would come from the evaluating administrator or the District Administrator. A teacher may not request an outside evaluator.
- d. Principals will examine all teaching assignments and make recommendations to the District Administrator about the best fit for each position based on each teacher's skills and dispositions.
- e. All other evaluation records being equal, the most recently hired individuals offered the position within the divisional level or department would be the first to be terminated.

5. Termination, Non-Renewal, and Resignation

Individual employment contracts of a professional educator may be terminated or non-renewed upon a majority vote of the full membership of the Board subject to any applicable law. Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. In the event the District Administrator intends to recommend the non-renewal of a teacher's contract, he/she shall comply with all applicable statutory non-renewal procedures.

The non-renewal of Individual Teaching Appointments shall be governed by Section 118.22, Wis. Stats.

Any decision to terminate or non-renew a professional educator's employment contract shall be subject to review consistent with the grievance procedure in policy and corresponding Professional Educator Handbook references.

A resignation, once submitted and accepted by the Board or its designee, is final and may not be rescinded without approval by the Board. The Board may defer acceptance of a late (i.e. 30 days prior to the start of the school year or school calendar year) resignation until such time as the position from which the professional educator has resigned is filled by the District. Resignations shall be processed in accordance with policy.

F. GRIEVANCE PROCEDURE

Policy specifies the exclusive internal method for resolving grievances concerning discipline, termination, and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level

in the grievance procedure. The Board maintains the right to modify the Grievance Procedure, in accordance with state statute, at any time at its sole discretion.

Definitions:

A. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. the name and position of the grievant;
2. a clear and concise statement of the grievance;
3. the issue involved;
4. the relief sought;
5. the date the incident or alleged violation took place;
6. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
7. the signature of the grievant and the date.

B. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

C. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

D. "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 risk.

E. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

F. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the

written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Timelines:

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy:

This procedure constitutes the exclusive process for the redress of any employee grievances as defined 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 which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

IV. COMPENSATION

A. PAYROLL INFORMATION

All teachers will be paid on the 15th and final business day of each month. Teachers will be provided the option of either 20 or 24 payments. Teachers electing to be paid out over 20 or 24 payments shall provide written notice to the District by their preference on their signed contract.

All employees will have their pay checks (after all appropriately authorized amounts have been deducted) directly deposited into one designated bank account. Any changes to direct deposit information may be made by notifying the Business Office.

If a payday falls on a bank holiday or a weekend, the pay date will be the last work day preceding the bank holiday or weekend.

Pay is subject to all deductions required by law, federal tax, Social Security payment, Medicare, and state and local income taxes, as applicable. The amount of the deductions will depend on earnings and information furnished on individual W-4 forms regarding the number of exemptions claimed. If an employee wishes to modify the number of exemptions, he/she must request a new W-4 form from the Payroll Office. Only an employee may modify his/her own W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Professional educators are encouraged to regularly check their pay-related information on the online Employee Portal.

The annual W-2 form reflects how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions to be made from paychecks, such as court ordered garnishments, will be explained whenever the District is ordered to make such deductions. Questions about pay and deductions should be discussed with the Payroll Office.

Should there be an underpayment of any kind, the District will make every effort to repay the amount as quickly as possible. In the event that there is an overpayment of any kind that the District has not noticed, it is the employee's responsibility to bring this to the attention of the Payroll Office.

B. SALARY AND RELATED COMPENSATION

1. Salary

The Board will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary on the upcoming year's contract. This is subject to change for those professional educators working on the salary advancement model as defined in the Salary and Stipend Guide.

2. Extended Contracts

The Board may determine extended contracts are necessary to complete the work of the District.

3. Extra-Curricular Stipends

Teachers may be assigned extra-curricular activities. The principal will offer a period in which teachers may

volunteer for extra-curricular assignments. Assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The District will publish a schedule outlining the compensation for extra-curricular assignments.

4. Supervisory Duties

Supervisory duty assignments, including but not limited to lunch, bus, and recess duties, will be assigned to professional educators or support staff at the sole discretion of the District. The assignment of a duty shall not be deemed a contract, and individuals assigned supervisory duties may be reassigned by the District at any time. The stipends and payments for supervisory duties shall be made in accordance with the *Salary and Stipend Guide*.

5. Substitute Assignment

Teachers who are asked to substitute for another teacher will receive \$18.00 per class.

6. Required Training

The District may occasionally require a professional educator to attend a workshop or training necessary for employment that occurs outside scheduled work days. The professional educator may be eligible for compensation for this required training and will be paid at \$20 per hour compensation. Teachers completing required CPR/First Aid Training will be compensated with a \$25 stipend for annual certification.

7. Summer School

If summer school session employment is available, the District may offer summer school employment to qualified professional educators of the District's choosing. The District is free to use outside providers to perform such work. The terms and conditions of employment for summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a summer school session shall not be used to determine eligibility or contribution for any benefits, length of service, or wage/salary levels.

8. External Honorarium

Professional educators who are offered a payment or honorarium for work performed during time when the employee is being paid by the District shall promptly report the monetary offer to the District Administrator. The District Administrator, at his/her sole discretion, shall determine after conferring with the professional educator whether the payment or honorarium shall be received and by whom.

V. BENEFITS

A. DISTRICT PROVIDED BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on the professional educator's first day of employment. Except for cases of misconduct, professional educators whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through August of the same year in which the employment was terminated. Professional educators whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through the last day of the last month of their employment.

The Board reserves the right to select the carriers and plans for any insurance provided by the District.

1. Wisconsin Retirement System (WRS)

The Board will comply with the requirements as to contributions for employees to the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

2. Health, Dental, and Vision Insurance

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverages.

Eligible employees who are covered under fully insured group health, vision, and dental plans are assured the privacy protections required by Federal and State Law.

3. Eligibility for Health, Dental, and Vision Insurance

A teacher teaching less than full-time (1.0 FTE) will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health and dental insurance, long-term disability benefits and life insurance (e.g., a teacher teaching 0.5 FTE will receive half of the District's contribution for a full-time (1.0 FTE) teacher). Teachers working less than 0.5 FTE are not eligible for the District's health, vision, and dental insurance.

Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions as per Affordable Care Act regulations. Such hours excluded may include, but not be limited to the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc.

4. Premium Contributions for Health Insurance

The District will pay a portion of the premium for group health insurance (employee, employee plus one, and family) depending on the employee election. 86% of the monthly premium rate is paid by the District and 14% is paid by the employee. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

5. Premium Contributions for Dental and Vision Insurance

The District will pay eighty-six percent (86%) of the premium for group dental and vision insurance (family or single).

6. Group Term Life Insurance

The District will pay the full amount of the premium for life insurance at two times the professional educator's total salary.

7. Group Long-Term Disability Insurance

The District will pay the full amount of the premium for long-term disability insurance. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

8. Liability Insurance

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

9. Travel Expenses/Mileage

The District may provide for reimbursement of actual and necessary expenses, including travel expenses, of

professional educators that are incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with advance authorization by an administrator.

Professional educators should use District-owned vehicles or bus transportation whenever possible and practical when transporting students. When personal vehicles are used during the course of performing duties for the District, the District will pay the IRS rate for approved out-of-District travel as well as for travel between buildings where employees are required to travel as part of their assignment. Employees must submit a request for travel reimbursement.

B. VOLUNTARY BENEFITS

1. Short-Term Disability

The Board shall make short-term disability insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

2. Tax-Sheltered Annuity (TSA)/403(b) Retirement Plan

A TSA program is available to teachers in accordance with the District's policies governing the 403(b) program.

3. Section 125/Flexible Spending Account

The Section 125(c) Plan is a pre-tax, payroll deduction account that allows employees to set aside up to \$5,000 for dependent, child or adult care and the maximum allowable by law for additional medical, dental or vision expenses not covered by insurance. An annual election for the 2018-19 school year is made with an October 1 through June 30 benefit period. Beginning in the 2019-20 school year, an annual election is made with a July 1 through June 30 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year.

C. VOLUNTARY RETIREMENT

The District may provide, at its sole discretion, a post-retirement benefit for eligible professional educators, and reserves the right to modify or terminate this benefit at any time.

A teacher reaching eligible retirement age during the school year must complete that school year before exercising the option to retire early.

All teachers who elect to retire early must provide written notice of their intent to do so on or before February 1 of the school year prior to retirement.

For teachers actively employed before June 30, 2011:

Teachers working .75 FTE or more will be eligible for early retirement benefits in accordance with the following criteria:

- Age 55
- Fifteen (15) years of full-time experience in the District

D. WORKERS' COMPENSATION

Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within

twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available in his/her school office.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- a. Injuries because of a self-inflicted wound;
- b. Injuries sustained because of an employee's horseplay;
- c. Injuries sustained while an employee does an activity of a strictly private nature.

VI. TIME OFF AND LEAVES

A. PAID LEAVE DAYS

Each professional educator will have access to his or her paid leave balances through the Employee Portal. Paid leave may be taken in one hour increments. The responsibility for applying for and claiming leave rests with the professional educator.

1. Sick Leave/Personal Leave = Paid Time Off (PTO)

Paid Time Off (PTO) credit of ten days (3 personal / 7 sick) shall be granted to the professional educator on the first day the professional educator reports to work for the contract year. PTO will accumulate to a maximum of ninety (90) days. Eligible employees at the maximum of 90 days with unused PTO on 6/30 (annually) will receive 50% of the substitute teacher pay (\$50) for every day of unused PTO. This is in lieu of losing unused sick days.

Professional educators beginning work after the first day of the contract year shall receive a pro-rated amount of PTO. Professional educators who leave the District's employment prior to the completion of his/her contract year shall have a pro-rated amount of PTO removed from his/her account; if the professional educator has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the professional educator.

Personal days (3 days) shall be allowed for any purpose. The number of persons using personal days on any given instructional day will be limited to five staff members district-wide. The date and time of the notification will be documented so that once five people on personal leave is reached, no further personal days will be permitted. Personal leave shall not be used to attend Association membership meetings or for participating in activities on behalf of the Association, to attend legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District. Personal days shall not be taken on in-service days.

It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for less than a half-day, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. If the principal, school office, or substitute caller is used to provide a substitute, then the professional educator will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.

Professional educators employed on separate summer contracts, including summer school, shall be eligible for two days of non-accumulative sick leave, or two days of emergency leave, or a combination of one day each of sick leave and emergency leave, with the day being defined as a full-day. To be eligible for these two days, a professional educator must be employed for a minimum period of the full number of days for the scheduled summer session. Professional educators employed on separate summer contracts are not eligible to use more than the two paid days of sick/emergency leave during their summer assignments.

In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer be allowed to use sick leave or accumulated sick leave for the duration of the disability.

Whenever the District deems such verification appropriate, the professional educator may be required to furnish the District with a certificate of illness signed by a medical provider verifying the reason for the absence. Such certificate should include a statement releasing the professional educator to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or terminate employment of an employee for excessive absenteeism.

When applicable under either Wisconsin or Federal Family and Medical Leave, an employee may elect or the District may require sick leave to run concurrently with the approved Wisconsin and/or Federal leave.

Advance requests for PTO must be made in the Employee Portal as early as possible but not less than two days prior to the day requested. If the event which gives rise to the request is unknown at that time, such request must be made as soon as the employee becomes aware of the necessity for this leave and can reasonably communicate with the administrator or supervisor.

No more than two professional educators in a building or five professional educators in the District may exercise PTO on the same day for purposes other than illness or District-approved professional development unless substitute availability would allow additional PTO days. The substitute teacher log shall be the determination of this calculation.

If a school principal and a school counselor (9-month contract) mutually agree, in advance and in writing, that smooth school operations necessitate that a school counselor work on a day other than the contracted days as specified on the official school calendar, the school counselor shall be provided with an amount of paid time off equal to the amount of mutually agreed time worked. No more than the equivalent of five such special work days may be scheduled and no more than the equivalent of five such compensatory paid days off may be scheduled within a school year. This compensatory time off excludes paid extended contract days for school counselors who perform summer work under the direction of their principal.

2. Gifting of Sick Leave

An employee may choose to gift sick leave days to another employee who has exhausted existing sick leave and who is personally experiencing a catastrophic illness or accident. A catastrophic illness or accident is a severe illness/accident requiring prolonged hospitalization or recovery. Examples would include coma, cancer, leukemia, heart attack or stroke. These illnesses or accidents usually involve high costs for hospitals, doctors and medicines and may incapacitate the person from working, creating a financial hardship. An employee with ten (10) or fewer sick days remaining in his/her own sick leave bank shall not be permitted to gift sick leave days.

3. Bereavement Leave

Professional educators shall be granted up to (4) days of Bereavement Leave in the event of a death in the family or close relationship. It is the professional educator's responsibility to submit the appropriate Employee Portal information and email notice to his/her principal in advance of taking such leave. Professional educators who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal in

advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the professional educator whenever the District deems such verification appropriate.

4. Emergency Leave

In the event of an emergency not covered by illness in the family as indicated in the Paid Time Off section or death as indicated in the Bereavement Leave section, the professional educator may apply for Emergency Leave to be granted by the District Administrator. Emergency Leave shall be deducted from Sick Leave and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of "an act of God" and will be of such a nature that they could not possibly be foreseen by the employee, such as damages to the professional educator's residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

5. Jury Duty and Witness Duty

An employee who is not able to report for work because of jury duty or acting as a witness in a matter in which the employee is not a party, will be paid for the time missed. The employee shall provide the District with any payment received from serving on the jury. Employees must notify their immediate supervisor as soon as notice of jury duty is received and as soon as jury duty terminates.

Professional educators shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Professional educators are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

6. National Guard Duty

Where a professional educator is absent due to required service in the National Guard or Reserve, the professional educator will be paid his/her full salary for a period of up to five days for such absence, barring any overriding provision by the state or federal government. This leave will be granted without any deduction from the employee's PTO account, provided that the professional educator must endorse to the District all payments by the military for the days covered by paid leave from the District.

7. Military Leave for Active Duty

Professional educators will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Professional educators must give their principal advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

Professional educators will not be paid for military leave. However, professional educators may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable places for which the professional educator is otherwise eligible.

A professional educator who is on military leave for up to 30 days must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). A professional educator who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Professional educators who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the professional educator would have attained if he/she had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the professional educator will be treated as if he/she had been continuously employed.

8. Administratively-Approved Leave

A professional educator may request Administratively-Approved Leave (with or without pay) for absences not covered under PTO, Bereavement Leave, or Emergency Leave provisions. Typically, such leave is for “once-in-a-lifetime” events over which the professional educator has no control of the date. Paid Administratively-Approved Leave shall access the professional educator’s PTO Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the teacher’s contract. This leave and the conditions thereof, including compensation, shall be at the discretion of the District Administrator whose decision shall be final and without appeal.

Requests for Administratively-Approved Leave shall be made with the appropriate form at least three days prior to the absence if advance notice is available. In the event that three days’ advance notice is not available, the professional educator shall be responsible for submitting the appropriate form as soon as the information is available.

Administratively-Approved Leave, either paid or unpaid, shall not be granted for participating in Association business or to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

B. FAMILY AND MEDICAL LEAVE ACT

Professional educators have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in accordance with provisions and procedures specified in Policy 3430.01, AG 3430.01A, and AG 3430.01B. Questions regarding FMLA leave should be directed to the District’s Business Office.

C. LEAVES OF ABSENCE

1. Unpaid Leave of Absence

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.

A teacher must work a minimum of one hundred twenty (120) paid work days in a school year to be eligible for a year of service for early retirement purposes. A teacher teaching less than full-time (1.0 FTE) will have their percentage of teaching pro-rated as a percentage of full-time employment for early retirement purposes (e.g., a teacher teaching 0.5 FTE will receive a half year experience for retirement purposes).

2. Professional Leave

Professional educators may apply for an unpaid professional leave for study, research, or special teaching assignment for a period up to one year. This leave will be without pay or benefits and is subject to Board approval. Requests for professional leave must be made by February 1 for the following school year.

3. Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Professional educators with a minimum of three years of continuous local experience may apply for unpaid

Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two semesters. The Board reserves the right to limit approved leaves to no more than two professional educators per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to professional educators who have used this leave provision within the previous three years. Application should be made in writing at least three months prior to the requested start of the leave. If conditions are such that three months' advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

4. Failure to Return after Expiration of Leave: In the event the professional educator does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

5. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave, and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

VII. EXTRA-CURRICULAR ACTIVITY ASSIGNMENTS

A. LETTER OF ASSIGNMENT

Professional educators shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The stipend for extra-curricular activities shall be specified in the letter of assignment. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are employed on an at-will basis for these positions.

B. EVALUATION

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their principal deems appropriate. When determining the manner and frequency of evaluations, the principal or his/her designee may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

C. VOLUNTEERS

The Board, upon recommendation from the head coach/advisor and the athletic director or principal, may authorize an individual to serve as a volunteer coach/advisor for an extra-curricular activity. Volunteers are subject to a background check prior to working with children. Volunteers are not employees and are not eligible for salary/wages, stipend, or benefits. Volunteers are covered by the District's general liability insurance policy while acting as a volunteer coach/advisor for the District. Volunteers must follow all District activity and athletic policies and procedures as well as other District policies as applicable. Head coaches/advisors are responsible for directing the activities of volunteers approved for their extra-curricular activity.

EMPLOYEE ACKNOWLEDGEMENT FORM

**This is a duplicate copy of the form.
Please retain this copy with your handbook for reference.**

***An original signed and dated copy of this form must be submitted to the School Office
by the announced deadline as a condition of continued employment.***

The *Professional Educator Handbook* describes important information about the School District of Manawa. I acknowledge that I have received a copy of the District's *Professional Educator Handbook*. I understand that I should consult my principal if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be future changes to the information, policies, and benefits in this handbook. I also understand that the School District of Manawa may add new policies to the *Professional Educator Handbook* as well as replace, change, or cancel existing policies. I further understand that no one can make verbal/oral modifications to this handbook, nor can it be modified by practice. I understand that handbook changes can only be authorized in writing by the District Administrator or by the Manawa Board of Education.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the *Professional Educator Handbook* does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

School District of Manawa Organizational System

Addendum A

	Student Concerns	Special Education	Guidance	Transportation	Athletics	
Level I	Teacher	Homeroom or SPED teacher	Teacher or Counselor	Bus Driver	Coach	
Level II	Principal	Principal	Principal	Transportation Coordinator - Kobussen	Athletic Director	
Level III	District Administrator	Special Education Director	District Administrator	Principal	Principal	
Level IV	Board of Education	District Administrator	Board of Education	District Administrator	District Administrator	
Level V	Department of Public Instruction	Family Engagement Coordinator		Board of Education	WIAA or Conference Commissioner	
Level VI		DPI/ Board of Education			Board of Education	
	Curriculum/ Instruction	Facilities/ Building and Grounds	Finance	Technology	Policy/ Human Resources	Food Service
Level I	Instructional Coach or Principal	Custodian	Administrative Assistant	IT Director	Principal	Food Service Director
Level II	Principal	Principal	Principal	Principal/ Curriculum Coordinator	District Administrator	Business Manager
Level III	Curriculum Coordinator	District Administrator	Business Manager	Business Manager	Policy Committee	District Administrator
Level IV	District Administrator	Building/Grounds Committee	District Administrator	District Administrator	Board of Education	Board of Education
Level V	Curriculum Committee	Board of Education	Finance Committee	Board of Education	Department of Public Instruction	
Level VI	Board of Education		Board of Education			



Book AG 1st Draft Clean
Section 4000 Support Staff
Title EMPLOYMENT OF SUBSTITUTE SUPPORT STAFF
Number ag4120.04
Status First Reading

4120.04 - EMPLOYMENT OF SUBSTITUTE SUPPORT STAFF

The ~~District Administrator~~~~Board of Education~~ must approve those candidates for employment recommended by the ~~building principals~~~~District Administrator~~. Approved candidates will be added to the substitute support staff listing maintained by the District Office.

The screening procedure shall be as follows:

- A. A criminal background check of any applicant will be completed prior to offering employment.
- B. All applications for substitute positions shall be made through the WECAN website~~Office of the District Administrator~~.
- C. Each applicant shall undergo a criminal history check.
- D. Each applicant must have a clear fitness-for-duty health screening provided by the District prior to being added to the substitute roster.~~should show evidence of good health, good character, knowledge, ability, and skills to carry on the work in the area in which substitute employment is sought.~~
- E. ~~The employment of substitute staff members prior to approval by the Board is authorized only when their employment is required to maintain continuity of services in the District. Retroactive employment shall be recommended to the Board at the next meeting.~~
- F. Screening tests may be used to determine the candidate's ability to perform the tasks for which s/he is being considered.
- G. Recommendations from former employers and others will~~may~~ be requested. Such records shall be retained confidentially and for official use only.

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	CREATING A POSITION
Number	ag4111a
Status	First Reading

4111A - **CREATING A POSITION**

The Board of Education has reserved the right in its discretion to create new positions and specify the number of employees in each category. In compliance with that policy, the Board has adopted the following guidelines for the creation of a District position:

- A. A job description will be prepared for each new position being considered.
- B. Documentation will be made of the need for the new position or an increase in the number of employees in an existing category of work.
- C. Each new position will be presented to the Board by the District Administrator with a recommendation for approval.
- D. No person may be employed to fill the position until Board approval is obtained.

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Book AG 1st Draft Clean
Section 4000 Support Staff
Title VERIFICATION OF EMPLOYMENT ELIGIBILITY
Number ag4111B
Status First Reading

4111B - VERIFICATION OF EMPLOYMENT ELIGIBILITY

In order to comply with Federal law the following verification of employment eligibility procedures will apply:

Completion of Form I-9

Form I-9 must be completed within three (3) business days of the date of the hire. If an individual is employed for less than three (3) days, the form must be completed before the end of the employee's first working day.

The following individuals **do not need** to complete Form I-9:

- A. persons hired before November 7, 1986
- B. persons who are employed by a contractor providing contract services
- C. persons who are independent contractors

The **p**ayroll **c**lerk is also responsible for reverifying the employment eligibility of employees whose employment eligibility documents carry an expiration date.

Retention of Employment Eligibility Verification Form (Form I-9)

The **p**ayroll **c**lerk must retain Form I-9 for three (3) years or for one (1) year past the end of the employment of the individual, whichever is longer. Such forms will be retained in a separate file and shall be considered to be confidential and used only for employment eligibility verification purposes.

Preparation of Documents for Inspection

U.S. Immigration and Customs Enforcement (ICE) or Department of Labor (DOL) Officers are required to give employers three (3) days advance notice before an inspection. The **p**ayroll **c**lerk will assemble the I-9 forms and appropriate payroll records for the previous three (3) years in preparation for the inspection. Failure to provide the I-9 forms could result in civil monetary penalties for each employee for whom the form was not completed, retained, or presented.

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Legal P.L. 99-603
Immigration Reform and Control Act of 1986

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	EMPLOYMENT OF SUPPORT STAFF
Number	ag4120
Status	First Reading

4120 - **EMPLOYMENT OF SUPPORT STAFF**

The following guidelines are established for the interviewing and screening of employee candidates:

- A. Applications are to be made in writing to the District Administrator's office or through WECAN.
- B. Checking of credentials may include direct telephone calls to immediate supervisors of the person being considered.
- C. Applicants may be granted an interview if their credentials indicate they meet the criteria for the position.
- D. Terms of employment shall be made known to the candidate at the time of the interview.

In selecting personnel to fill established positions, the principal with the endorsement of the District Administrator shall be responsible for selecting the person best qualified to fill each position in accordance with position specifications established by the Board. Each final candidate must have a satisfactory criminal records check.

Reporting Employment

The District Administrator shall report all newly-hired employees to the Wisconsin Department of Workforce Development within twenty (20) days of the employee's start date.

The report shall include the employee's name, address, date of birth, and social security number as well as the District's name, address, and Federal Employer Identification Number (FEIN)

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	PRE-EMPLOYMENT INTERVIEW QUESTIONS
Number	ag4120C
Status	First Reading

4120C - **PRE-EMPLOYMENT INTERVIEW QUESTIONS**

Asking an applicant questions prohibited by the Equal Employment Opportunity Act during pre-employment interviews could open the door for a job candidate to take legal action against the District. The following guideline outlines the questions that are appropriate and those that should be avoided.

YOU CANNOT ASK:

- A. any question that would indicate race or color;
- B. any question that would indicate gender, unless job-related;
- C. applicant's religion or religious customs and holidays; recommendations from church officials;
- D. if applicant, spouse, or parents are native-born or naturalized; date of citizenship; or for other proof of citizenship before hiring; (Proof of citizenship required on I-9 form)
- E. marital status before hiring, the number and age of children, who cares for them, and if applicant plans to have more;
- F. to see military service records; about military service with any country other than U.S.;
- G. nationality, racial, or religious affiliation of school attended;
- H. how foreign language ability was acquired;
- I. inquiries about arrests, (as contrasted with convictions), except pending charges (see below at F.);
- J. listing of all clubs to which the applicant belongs or has belonged;
- K. that a candidate provide a photograph before hiring or that one be taken during an interview;
- L. height and weight or physical/mental characteristics which do not relate directly to the job specifications;
- M. whether applicant lives with a disabled individual (whether related or not);
- N. whether applicant plans to marry or plans to have a family;
- O. whether applicant has any military obligations.

YOU CAN ASK:

- A. for applicant's current and previous address; phone number;
- B. whether applicant is eighteen (18) years of age or older;
- C. whether the applicant is lawfully authorized to work in the United States;
- D. if applicant has served in the U.S. armed forces including branch of service and rank attained; job-related experience acquired in the military;
- E. academic, professional, or vocational school attended; language skills such as reading and writing, foreign languages, grades, degrees, majors, etc.;
- F. criminal convictions; any pending felony charges; any misdemeanor charge related to sexual conduct or assault or abuse of a child;
- G. personal and professional and other work references not relating to race, color, religion, gender, national origin, or ancestry;

H. professional and social organization membership, so long as affiliation does not identify and is not used to discriminate on the basis of gender, race, national origin, or ancestry;

I. willingness to perform job functions;

J. willingness to work required work schedule and under prescribed working conditions.

AFTER HIRING, YOU MAY OBTAIN:

A. marital status and number/age of dependents for insurance and tax purposes;

B. proof of age;

C. status of citizenship (I-9 Form);

D. race, if done pursuant to required or approved affirmative action plan and maintained separately from applicant file;

E. a copy of military discharge certificate.

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	CHECKING REFERENCES OF APPLICANTS
Number	ag4120d
Status	First Reading

4120D - **CHECKING REFERENCES OF APPLICANTS**

The following procedure is to be used when conducting a check of references submitted by an applicant:

- A. Review the references with the applicant to ensure that those submitted are people with whom the applicant has worked on a regular basis either in a job setting or an academic setting or both. Make sure the references have worked with the applicant within the last three (3) to five (5) years. Determine from the reference if other people who worked with the applicant are available to provide information concerning suitability for the job.
- B. Make telephone contact with at least three (3) references particularly if there is discrepant information from the first two (2).
- C. Confine questions to the applicant's suitability for employment work performance, including interpersonal skills. Ask "would you hire _____ again?" or "would you want to work with _____ again?" Ask the reference to give specific examples of what the applicant did well and/or to rate the applicant on various aspects of the job for which the person is applying.
- D. Take notes of each reference contact, including time and date of the call and the reference's name and position. Maintain a written summary of the comments for later use.

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Book AG 1st Draft Clean
Section 4000 Support Staff
Title DRUG-FREE WORKPLACE
Number ag4122.01
Status First Reading

4122.01 - DRUG-FREE WORKPLACE

The Board of Education prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event.

The term "District-related activity or event" includes, but is not limited to, all District-sponsored curricular, extra-curricular, co-curricular and student or staff training events whether on or off school property and any field trip or other District-sponsored trip including national and international trips.

Employees are to report to work free of the effects of all mood-altering drugs, including alcohol. The use, possession, sale or intent to sell, transfer of drugs, drug paraphernalia, or having illegal drugs or chemicals in a person's system in or on District property, or in any District-owned or contracted vehicle is prohibited.

The use of or sale of alcohol on District property, at any District-sponsored event or trip, or in any District-owned or contracted vehicle is prohibited.

Each job description shall contain the following phrase:

"The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District."

Each staff handbook will include a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and the staff members shall be informed that compliance with this requirement is mandatory.

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, weapons, or explosives, ~~or other improper materials~~. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, file cabinets and other storage devices may be provided for the convenience of employees but remain the sole property of the District. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the District at any time, either with or without prior notice.

Any staff member who violates the District policy shall be subject to disciplinary action in accordance with District guidelines.

When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy and State and Federal law.

Employees ~~who that~~ feel they may be experiencing or developing dependency on alcohol or other drugs are encouraged to take advantage of the District's Employee Assistance Program (EAP) Policy 4170.01 before a violation of this policy occurs. Alcohol or drug dependency does not excuse any employee from the requirements of this policy.

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

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Number	ag4122
Status	First Reading

4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

This administrative guideline is established to assist in the proper implementation of Policy 4122 and Policy 4122.02 and Federal and State laws and regulations, particularly Part 104 of Section 504 of the Rehabilitation Act of 1973 (34 C.F.R.), the Americans with Disabilities Act (ADA), and the Wisconsin Fair Employment Act.

That policy states:

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

The District's Compliance Officers identified in Policy 4122 shall handle inquiries regarding the Board's nondiscrimination policies and address any complaint of discrimination.

Disability Discrimination And Reasonable Accommodation

It is the policy of the Board that the District shall not discriminate on the basis of disability and shall provide reasonable accommodations to disabled individuals as required by State and Federal law.

In analyzing the District's duties and responsibilities under State and Federal law, it is important to note that the requirements of the Wisconsin Fair Employment Act and the Americans With Disabilities Act differ. The following chart summarizes and compares the major provisions of these two (2) laws and some of the important differences.

Issue	ADA	WFEA
Coverage	The ADA applies to employers with fifteen (15) or more employees	The WFEA covers any entity (with certain exceptions), including the State, engaged in any activity, enterprise, or business employing at least one (1) individual.
Definition of Disability	Physical or mental impairment that substantially limits one (1) or more of the major life activities of an individual, or being regarded as having such an impairment, or a records of having such an impairment.	Real or perceived impairment that: (a) makes (or is perceived to make) achievement unusually difficult or (b) limits (or is perceived to limit) the capacity to work. For purposes of defining disability, "impairment" means a deterioration, a lessening, or damage to a normal bodily function or bodily condition."
Major Life Activities	EEOC regulations define "major life activities" as functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.	Makes achievement unusually difficult - The limitations on an individual's ability to achieve and capacity to work must be beyond

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

normal limitations that might render a person unable to make certain achievements or perform every possible job.

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 inquiry concerning the effect of an impairment is not about "mere difficulty," but about "unusual difficulty."

Asymptomatic Conditions

Asymptomatic HIV/AIDS is a disability where it substantially limits the major life activity of reproduction.

Limits the Ability to Work – Refers to the ability to perform the particular job in question.

Diseases such as HIV/AIDS may be disabilities under the WFEA even if in remission or the person is not otherwise actively suffering from the effects of the disease.

Exclusions From Coverage

A person who is not a "qualified individual with a disability" is not covered by the ADA.

A person who is currently engaging in the illegal use of drugs is not a "qualified individual."

Homosexuality and bi-sexuality are not impairments, and therefore not disabilities.

Other conditions that are specifically excluded from ADA coverage include:

Transvestism, transexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairment, or other sexual behavior disorders. – Compulsive gambling, kleptomania, or pyromania.

–Psychoactive substance use disorders resulting from the current illegal use of drugs.

Reasonable Accommodation

The employer must demonstrate that accommodation would impose "undue hardship" on operation of business.

It is not discrimination where the disability is reasonably related to the individual's ability to adequately undertake the job-related responsibilities of that individual's employment, membership, or licensure.

Employer has the burden of proving that an accommodation would pose a "hardship" on the employer's program, enterprise, or business.

It is inappropriate to conclude as a matter of law that any particular kind of action is not required as an accommodation.

Essential Functions

The fundamental job duties of the employment position which the disabled individual holds or desires, but not the marginal functions of the position.

A job function may be essential for the following reasons:

-The reason the position exists is to perform that function

An accommodation may be "reasonable" and still pose a "hardship" to the employer.

No provision of the WFEA uses the term essential function.

-There are a limited number of employees available among whom the performance of that job function can be distributed

-The function may be highly specialized so that the incumbent in the position is hired for his/her expertise or ability to perform the job

Evidence of whether a particular function is essential includes:

-The employer's judgment as to which functions are essential advertising or interviewing applicants for the job

-The amount of time spent on the job performing the function

-The consequences of not requiring the incumbent to perform the functions

~~-The terms of the collective bargaining agreement~~

-The work experience of past incumbents in the job

-The current work experience of incumbents in similar jobs

Direct Threat

The employer has the burden of showing that -the employee presents a "direct threat" (significant risk) to the health or safety of others that cannot be eliminated by reasonable accommodation.

To evaluate whether an employee can "adequately undertake the job-related responsibilities" of a particular job, the present and future safety of the individual, of the individual's co-workers and, if applicable, of the general public may be considered.

Medical Exams And Inquiries

The ADA specifically prohibits pre-employment disability-related inquiries.

There is no specific prohibition in the WFEA relating to pre-employment disability-related inquiries.

Sex-Based Discrimination

Discrimination against a transgender individual because that person is transgender is discrimination based on sex and therefore a violation of Title VII prohibited by Board policy. Specifically, discrimination against transgender individuals on the basis of sex stereotyping/gender-nonconformity will be investigated as sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior.

Additionally, employment actions based upon an individual's sexual orientation are prohibited under Board policy.

Administrators are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her transgender identity or sexual orientation.

Any questions concerning whether alleged conduct might violate this prohibition should be promptly brought to the District Administrator's attention.

Military Status

For purposes of this policy/administrative guideline, "military status" refers to a person's status in the uniformed services which includes the performance of duty, on a voluntary or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

Investigation and Complaint Procedure ~~(See Form 4122-F2)~~

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described in Policy 4122 – Nondiscrimination and Equal Employment Opportunity. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Legal

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

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	SECTION 504/ADA - PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Number	ag4123
Status	First Reading

4123 - SECTION 504/ADA - PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based on his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability against qualified individuals with disabilities in every aspect of employment. Specifically, the Board does not discriminate on the basis of disability against a qualified individual in regard to:

- A. recruitment, advertising, and job application procedures;
- B. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- C. rates of pay or any other form of compensation and changes in compensation;
- D. job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- E. leaves of absence, sick leave, or any other leave;
- F. fringe benefits available by virtue of employment, whether or not administered by the Board;
- G. selection and financial support for training, including: apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training;
- H. activities sponsored by the Board, including social and recreational programs; and
- I. any other term, condition, or privilege of employment.

The Board will provide a reasonable accommodation to a qualified applicant and employee who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

An individual with a disability is anyone who:

- A. has a physical or mental impairment that substantially limits one or more major life activities ("actual disability");
- B. has a record of (i.e., has a history of ~~, or has been misclassified as having~~) a physical or mental impairment that substantially limits one or more major life activities; or
- C. is regarded as having a physical or mental impairment that substantially limits one or more major life activities (i.e., has a physical or mental impairment that does not substantially limit major life activities but is treated by the District as constituting such a limitation, or has a physical or mental impairment that substantially limits major life activities only as a result of the attitude of others toward such impairment, or has none of the physical or mental impairments recognized by Section 504 but is treated as having such an impairment).

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Physical or mental impairment means:

- A. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:
 - 1. neurological
 - 2. musculoskeletal

3. special sense organs
4. respiratory, including speech organs
5. cardiovascular
6. reproductive
7. digestive
8. genitourinary
9. hemic and lymphatic
10. skin
11. immune
12. circulatory
13. endocrine

B. any mental or psychological disorder, such as an intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities

While the determination of whether an impairment substantially limits a major life activity is an individualized one that is case specific, given the inherent nature of the following impairments, as a factual matter, they will virtually always be found to impose a substantial limitation, at a minimum, on the major life activity indicated: deafness substantially limits hearing; blindness substantially limits seeing; an intellectual disability substantially limits brain function; partially or completely missing limbs or mobility impairments requiring the use of a wheelchair substantially limits musculoskeletal function; autism substantially limits brain function; cancer substantially limits normal cell growth; cerebral palsy substantially limits brain function; diabetes substantially limits endocrine function; epilepsy substantially limits neurological function; Human Immunodeficiency Virus (HIV) infection substantially limits immune functions; multiple sclerosis substantially limits neurological function; muscular dystrophy substantially limits neurological function; and major depressive disorder, bipolar disorder, post-traumatic stress disorder, obsessive compulsive disorder, and schizophrenia substantially limits brain function.

Physical or mental impairments that are episodic in nature or in remission may constitute a disability for the purposes of Section 504/ADA if the impairment would substantially limit a major life activity when active, such as asthma, allergies, or cancer.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services", learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

Individual with a disability does not include the following (i.e., Section 504 and/or the ADA specifically excludes):

- A. individuals who are currently engaging in the illegal use of drugs, ~~when the District acts on the basis of such use~~
- B. with respect to employment, any individual who is an alcoholic whose current use of alcohol prevents such individual from performing the duties of the job in question or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others
- C. with respect to employment, an individual who has a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, is unable to perform the duties of the job
- D. an individual on the basis of homosexuality or bisexuality
- E. an individual on the basis of:
 1. transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairment, or other sexual behavior disorders
 2. compulsive gambling, kleptomania, or pyromania, or
 3. psychoactive substance use disorders resulting from current illegal use of drugs

Individual with a disability includes an individual who:

- A. has successfully completed a supervised drug rehabilitation program and is no longer engaging in the illegal use of drugs, or has otherwise been rehabilitated successfully and is no longer engaging in such use;
- B. is participating in a supervised rehabilitation program and is no longer engaging in such use; or

C. is erroneously regarded as engaging in the illegal use of drugs, but is not engaging in such use.

Public Notice

Recruitment materials, job announcements and all other materials/publications published by the Board must contain the following statement that the Board does not discriminate against disabled persons in employment or the provision of services. This requirement may be met by including an insert in existing publications or revising and reprinting publications.

Equal Employment Opportunity Statement

The School District of Manawa Board does not discriminate on the basis of race, color, national origin, sex, (including transgender status, change of sex, sexual orientation, or gender identity) religion, age, pregnancy, disability, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

The Board will also include a notice of reasonable accommodation requirements on District employment application forms and post notices that employee reasonable accommodation requests should be directed to ~~Request Forms may be obtained from~~ the District's Compliance Officer (who also serves as its ADA Coordinator) (hereinafter referred to as the "CO").

Decision-Making Process for Determining/Identify Reasonable Accommodations and Undue Hardship

In determining the appropriate accommodation in the employment situation, the District will take into account two (2) factors:

- A. the specific abilities and functional limitations of the particular applicant or employee with a disability; and
- B. the specific functional requirements of the particular job.

Many times a reasonable accommodation will be obvious and made without difficulty and at little or no cost. The CO will first inquire of the individual with the disability as to any possible suggestions s/he may have for a simple change or adjustment that will serve as an effective accommodation. The District recognizes that employees with disabilities can be useful sources of the information on what type of accommodation they need, where to obtain information on appropriate accommodations, and where to purchase accommodations.

If, however, the identification of a reasonable accommodation proves difficult, the District will utilize an informal, interactive process whereby it and the individual will work together to identify the appropriate accommodation. The interactive process will include any and/or all of the following steps, as may be appropriate:

- A. Examination of the particular job involved and determination of its purpose and essential functions. The District will conduct an individual assessment of the particular job at issue in order to analyze the actual job duties ("essential functions") and determine the true purpose or object of the job.
- B. The District will then consult with the individual with a disability to find out his/her specific physical or mental abilities and limitations as they relate to the essential job functions. This will help the parties to identify the barriers to job performance and assess how these barriers could be overcome with an accommodation.
- C. In consultation with the individual, the District will identify potential accommodations and assess how effective each would be in enabling the individual to perform essential job functions.
- D. If the parties are still not able to identify an appropriate accommodation, the District will seek technical assistance.
- E. If there are several effective accommodations that would provide an equal employment opportunity, the District will select the accommodation that best serves the needs of the individual and the District. While the District will give the individual with a disability's preference first consideration, the District may choose among effective accommodations and select the accommodation that is less expensive or easier to provide. The District may consider the cost, efficiency, and availability of the alternative accommodations in selecting an effective accommodation. The District does not have the obligation to provide the "best" accommodation possible, so long as it provides an accommodation that is sufficient to meet the job-related needs of the individual being accommodated.

The District will not provide an accommodation without first checking with the employee since the employee may not need or want an accommodation, or the unrequested accommodation may not meet the employee's functional limitation. The District will respect an individual with a disability's right not to accept an accommodation if s/he has not requested it and does not feel one is necessary. However, if this results in the individual failing to perform essential functions, s/he may be considered unqualified and may either be refused employment or discharged.

The District may decline to provide desired accommodations if it determines such accommodations will result in an undue hardship. An undue hardship entails a significant difficulty or expense in or resulting from, the provision of the accommodation. Such hardship is not limited to financial difficulty but rather encompasses any accommodation that would be unduly costly, extensive, substantial or disruptive, or that would fundamentally alter the nature or operation of the program. If the cost of an accommodation would impose an undue hardship, the District will give the individual with the disability the option of paying that portion of the cost which would constitute an undue hardship or providing the accommodation. Further, the District will not consider employee morale or the attitudes of others when determining undue hardship.

Decisions not to provide a reasonable accommodation will be in writing and accompanied by an explanation of the decision not to act.

Reasonable accommodations may include:

- A. Making facilities used by employees readily accessible to and usable by individuals with disabilities.

- B. Job restructuring, part-time or modified work schedule, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions.

Factors to be considered when determining whether an accommodation would impose an undue hardship on the operation of the District's program or activity include:

- A. the overall size of the District's program or activity with respect to number of employees, number and type of facilities, and size of budget;
- B. the type of the District's operation, including the composition and structure of the District's workforce; and
- C. the nature and cost of the accommodation needed.

Employment Criteria

The District will not use qualification standards, employment tests or other selection criteria that screen out or tend to screen out an individual with a disability or a class of individuals with disabilities, on the basis of disability, unless the standard, test or other selection criteria, as used by the Board, is shown to be job-related for the position in question and consistent with business necessity.

The District will select and administer tests concerning employment so that when administered to an applicant or employee who has a disability that impairs sensory, manual or speaking skills, the test results accurately reflect the applicant's or employee's job skills, aptitude, or whatever other factor the test purports to measure, rather than reflecting the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

Pre-employment Inquiries

Except as authorized by law, the District will not conduct a pre-employment medical examination or make pre-employment inquiry of an applicant as to whether the applicant is an individual with a disability or as to the nature or severity of a disability. The District will, however, make pre-employment inquiry into an applicant's ability to perform job-related functions - this includes requesting the applicant to describe or demonstrate how s/he would perform the functions.

The District may give a physical agility test at any point in the application or employment process since such tests are not medical exams. When the District decides to give such a test it must give the test to all similarly situated applicants or employees regardless of disability.

Some examples of alternative test formats and reasonable accommodations are:

- A. allowing people with certain learning or dexterity disabilities to take extra time on a test;
- B. assuring the test site is accessible to a person with a mobility impairment;
- C. allowing a person with a mental disability who cannot perform well with distractions to take a test in a separate room, if a group test setting is not relevant to the job; and
- D. providing Braille, large print, a reader or a computer for people with vision impairments.

If the District conditions an offer of employment on the results of a medical examination conducted prior to the employee's entrance on duty, the District will:

- A. subject all entering employees in the same job classification to such an examination regardless of disability, and
- B. the results of the examination will be used only as authorized by law.

The successful candidate who is required to submit to a medical examination, as well as the medical provider that is designated by the Board to conduct the examination, will be directed not to collect or provide any genetic information, including the candidate's medical history, in the report of the medical examination.

Information obtained as to the medical condition of the applicant, including any inadvertently provided genetic information, will be collected and maintained on separate forms that shall be accorded confidentiality as medical records, except that:

- A. supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding necessary accommodations;
- B. first aid and safety personnel may be informed where appropriate if the condition might require emergency treatment; and
- C. government officials investigating compliance with Section 504, the ADA and/or the Genetic Information Nondiscrimination Act ("GINA") shall be provided relevant information upon request.

Interviews

All of the topics labeled off-limits with respect to job applications are likewise prohibited as subjects of inquiry during job interviews. The District, however, may ask questions that relate to an applicant's ability to perform job-related functions so long as it does not phrase the questions in terms of disability. The interviewer may ask about an applicant's ability to perform both essential and marginal job functions. In addition, the interviewer may describe or demonstrate job function(s) and inquire whether the applicant can perform that function(s) with or without reasonable accommodation. Along the same lines, the interviewer may ask the applicant to describe or demonstrate how, with or without reasonable accommodation, s/he will perform the job-related functions. Any questions concerning the need for reasonable accommodation should always be linked with performance on a specific job function. The interviewer should never ask an open-ended question such as "Will you need a reasonable accommodation?"

Interviews should thus concentrate on how applicants will complete tasks that are essential functions, rather than on eliciting information about the applicant's physical or mental condition. Similarly, the District may inquire as to an applicant's ability to perform a job effectively and safely.

According to the EEOC, the following are examples of questions that cannot be asked on a job application or during an interview:

- A. Have you ever had or been treated for any of the following conditions or diseases?
- B. Please list any conditions or diseases for which you have been treated in the past three (3) years.
- C. Have you ever been hospitalized? If so, for what condition?
- D. Have you ever been treated by a psychiatrist or psychologist? If so, for what condition?
- E. Have you ever been treated for any mental condition?
- F. Is there any health-related reason you may not be able to perform the job for which you are applying?
- G. Have you had a major illness in the last five (5) years?
- H. How many days were you absent from work because of illness last year?
- I. Do you have any physical defects that preclude you from performing certain kinds of work? If yes, describe such defects and specific work limitations?
- J. Do you have any disabilities or impairments that may affect your performance in the position for which you are applying?
- K. Are you taking prescribed drugs?
- L. Have you ever been treated for drug addiction or alcoholism?
- M. Have you ever filed for workers' compensation insurance?

Interviewers should not ask a **Reference** question about an applicant that they could not ask the applicant himself/herself (i.e. previous employers cannot be asked about a former employee's disabilities, illness or workers' compensation history/claims).

The following are pre-employment questions that can be asked:

- A. Can you meet the requirements of our attendance policy?
- B. Can you perform the tasks of this position with or without an accommodation?
- C. Describe or demonstrate how you would perform this function, with or without an accommodation? (Such a question can be asked of applicants who have a known disability that might prevent them from performing a job function. If the disability would not interfere with a job function, however, the person could only be asked to demonstrate job performance if all other candidates must do so.)

If an applicant indicates s/he has performed particular functions with an accommodation, the potential employer may inquire about it.

Investigation and Complaint Procedure

Any employee or applicant who believes that s/he has been subjected to unlawful discrimination, retaliation, or denied reasonable accommodation may seek resolution of his/her complaint through the procedures described in Policy 4123 – Section 504/ADA Prohibition Against Disability Discrimination In Employment. The complaint procedure involves an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

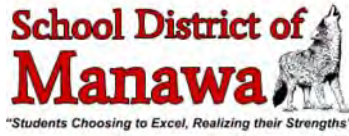
Privacy/Confidentiality

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

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

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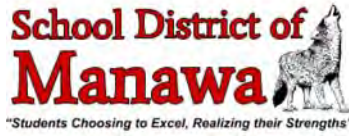
Book AG 1st Draft Clean
Section 4000 Support Staff
Title PHYSICAL EXAMINATION
Number ag4160A
Status First Reading

4160A - **PHYSICAL EXAMINATION**

- A. After the District makes a conditional offer of employment, each ~~full-time~~ support staff member shall be asked to take a physical examination from a physician designated by the Board.
- B. The District will pay for the cost of this required, post-offer examination, when performed by a District-assigned physician.
- C. Written evidence of good physical and mental health ~~may be required periodically~~ by the District from a physician of the District's choosing with the District assuming the expense of such an examination when there is a reasonable basis to suspect that a mental or physical condition is adversely affecting performance.

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Book AG 1st Draft Clean
Section 4000 Support Staff
Title TUBERCULOSIS EXAMINATION
Number ag4160B
Status First Reading

PLEASE SEND DISTRICT SPECIFIC INFORMATION!

4160B - TUBERCULOSIS EXAMINATION

- A. () Each support staff member of the School District shall file ~~with the _____~~ proof of freedom from communicable tuberculosis according to law and the administrative guidelines of the Wisconsin Department of Health Services.
- B. () The statement of freedom from communicable tuberculosis shall be filed prior to the ~~first _____~~ day of the employment and thereafter as required by law.
- C. () Such statement of freedom from communicable tuberculosis shall become a part of the confidential medical subdivision of the employee's personnel file and such confidential medical section of the personnel file shall be available for examination by Department of Health Services personnel or other person(s) as required by law.
- D. () ~~Expenses associated with this administrative guideline shall be the responsibility of the staff member.~~

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Book AG 1st Draft Clean
Section 4000 Support Staff
Title EMERGENCY TREATMENT AND BOARD-ORDERED PHYSICAL EXAMINATIONS
Number ag4160C
Status First Reading

4160C - EMERGENCY TREATMENT AND BOARD-ORDERED PHYSICAL EXAMINATIONS

- A. ThedaCare at Work is hereby designated as the official location for emergency treatment and for physical examinations required by the Board of Education of the District.
- B. Appointments are needed.
- C. The results of all required medical examinations shall be made known to the District Administrator on a confidential basis, discussed with the candidate, and made a part of a separate confidential medical file in accordance with the Americans with Disabilities Act ("ADA") and the Genetic Information Nondiscrimination Act ("GINA"). In the event of an unsatisfactory report, the District Administrator shall base any recommendation for non_employment upon a conference with the physician and/or upon applicable Federal and State guidelines regarding the employment and accommodation of those with disabilities.

Information from examinations required of any employee will be handled in the same manner.

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Legal 42 U.S.C. 12131, et seq. (The Americans with Disabilities Act of 1990)
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	SUBSTANCE ABUSE
Number	ag4170A
Status	First Reading

4170A - **SUBSTANCE ABUSE**

Any professional staff member whose physical characteristics, appearance, behavior, or breath order suggests to a supervisor that s/he may be under the influence of alcohol shall be requested to take a breathalyzer test administered by law enforcement.

Should the professional staff member refuse to take such a test or should the results of the test be positive, s/he shall be disciplined by the District Administrator.

Should a supervisor determine from the physical aspects, appearance, or behavior of a professional staff member that s/he might be under the influence of other drugs, the District will contact law enforcement for assistance. Should the professional staff member refuse or be found to be under the influence of drugs, s/he shall be disciplined by the District Administrator.

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	LIABILITY OF STAFF FOR STUDENT WELFARE
Number	ag4213
Status	First Reading

4213 - **LIABILITY OF STAFF FOR STUDENT WELFARE**

Support staff members are responsible for the safety of students on the grounds and within District facilities. In addition to requirements specified in Policy 4213, the following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for actions related to students:

A. Each support staff member:

1. should not leave students unattended;
2. should not leave an unqualified person in charge of students;
3. should accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person;
4. should ensure students do not use nondistrict-owned and/or maintained equipment or other equipment which may be potentially dangerous or use facilities or equipment except for the intended purpose;
5. should organize classroom materials and equipment so as to minimize danger of injury to students and to self.

B. Each support staff member is to enforce the following rules established for student activity in high-risk areas:

1. Students should not work in a shop, kitchen, or laboratory at other than the regularly scheduled period, and then only under qualified supervision and in accordance with the prescribed safety procedures.
2. Only students enrolled in shop classes or laboratory classes, are to use power tools or other dangerous equipment.

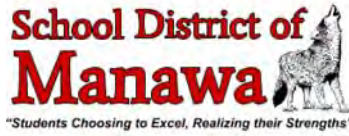
C. With the ever-increasing demand for the use of gyms and other such facilities, it is imperative that the support staff ensure the safety of District students.

1. If permission is granted for a student or group of students to use a facility, a support staff member or authorized adult must be present in the facility throughout the time it is in use.
2. Under no circumstances are students to be left in charge.
3. If for any reason an area is unlocked for anyone, the support staff member or authorized adult is responsible for ensuring the area is locked up after its use.
4. Under no circumstances are custodians authorized to open a facility for unsupervised students to use.

D. Each support staff member or authorized adult must immediately report to the principal any accident or a safety hazard s/he detects and any accident one (1) or more of his/her students experience [using the district's online injury report form](#) ~~(See Form 5340 F1)~~.

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	EVALUATION
Number	ag4220
Status	First Reading

4220 - **EVALUATION**

Evaluations of the support staff members shall meet the following conditions:

A. Evaluations are conducted annually.

The evaluation will identify areas of strength as well as areas for improvement.

The employee's performance ~~with~~ regard to District expectations, as outlined in the job description, will be reviewed and used as the basis for whether the administrator or supervisor will recommend the support staff employee for a Board-approved wage increase.

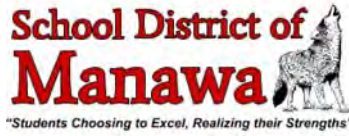
The employee's performance will regard to District expectations, as outlined in the job description, will be reviewed and used as the basis for whether the administrator or supervisor will recommend to the Board of Education continued employment.

All support staff are considered at-will employees.

B. Factors hindering achievement of job objectives are clearly defined and agreed upon by the evaluator and evaluatee.

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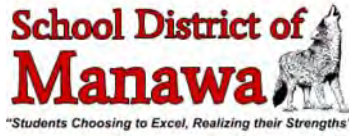
Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	OUTSIDE ACTIVITIES
Number	ag4231
Status	First Reading

4231 - **OUTSIDE ACTIVITIES**

So that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District, the following guidelines are provided:

- A. Refrain from making public utterances about private associations if such remarks are likely to violate community standards of propriety.
- B. Avoid conduct and associations outside the school, which, if known, could have an adverse or harmful effect upon the school community.
- C. Do not give job time to outside activities when there is no valid reason to be excused from assigned duties.
- D. Do not use school property or school time to solicit or accept customers for private enterprises, without written administrative permission.
- E. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.
- F. Do not engage in political activities during assigned hours of employment.
- G. Do not conduct unapproved solicitations on school property.
- H. Do not reveal confidential information ~~to which you were privy at school.~~

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	EXTRA DUTY
Number	ag4251
Status	First Reading

4251 - EXTRA DUTY

- A. Support staff shall not work hours beyond their regular schedule until the procedure outlined below has been met.
- B. When additional work time is necessary, the immediate supervisor of the staff member shall secure written approval from the District Administrator~~administrator or supervisor~~.
- C. At no time shall compensatory time, time off during regular working hours, be used to provide for overtime pay.
- D. Compensatory time, as a rule, shall~~shall~~ be used within the week it was earned unless circumstances make that impossible in which case the compensatory time shall be used within the pay period.~~-~~
- E. Extra duty pay, at time and one-half the regular pay rate, shall be paid only for hours actually worked in excess of forty (40) hour week and shall not be paid if the employee has used time-off with pay provisions of other policies such as emergency leave, sick leave, holiday pay, vacation pay, etc.

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Book AG 1st Draft Clean
Section 4000 Support Staff
Title REPORTING THREATENING BEHAVIORS
Number ag4362A
Status First Reading

4362A - **REPORTING THREATENING BEHAVIORS**

Threatening behavior may take different forms, including but not limited to the following:

- A. face-to-face encounters in which words are used that indicate to the staff member that his/her safety and well-being are in jeopardy
- B. any conduct or written/oral communications that include comments toward the staff member or his/her family which would imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence
- C. written or spoken comments to a staff member which could subject him/her to blackmail or extortion
- D. written or spoken communication that would imply or explicitly state that some form of damage may be done to the staff member's property or that of his/her family

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, or other person associated with the District such as a vendor, contractor, volunteer, or school official should take promptly the following steps:

- A. If the alleged threatener is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact the District Administrator.
- B. If the alleged threatener is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
- C. If the alleged threatener is a student of the District, the supervisor, if not the student's director, should immediately inform the student's director of the alleged threat.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report and forwarded to one of the Compliance Officers (i.e. Business Manager or High School Principal), or District Administrator.

Each report received by the supervisor or Compliance Officer or District Administrator as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the matter outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the staff member who files a complaint;
- B. encourage the reporting of any incidents of threat;
- C. protect the reputation of any party wrongfully charged with threatening conduct.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then appropriate, remedial, and/or disciplinary action will be taken immediately to prevent the continuance of the threat or its recurrence.

The District recognizes that determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusations of threat can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present threat allegations or charges against fellow staff members, students, or others associated with the District.



Book AG 1st Draft Clean
Section 4000 Support Staff
Title FEDERAL GROUP HEALTH CONTINUATION (COBRA)
Number ag4421
Status First Reading

4421 - FEDERAL GROUP HEALTH CONTINUATION (COBRA)

Qualifying Event

A. Employees covered under the Board of Education's Group Health Coverages shall be offered the opportunity to continue the Group Health Coverages upon occurrence of one (1) of the following "qualifying events":

1. voluntary or involuntary termination of employment for reasons other than "gross misconduct"
2. reduction in the number of hours of employment

B. Spouses may continue the Group Health Coverages upon occurrence of one (1) of the following "qualifying events":

1. termination of the covered employee's employment for any other reason other than "gross misconduct"
2. reduction in the hours worked by the covered employee
3. covered employee's becoming entitled to Medicare
4. divorce or legal separation of the covered employee
5. death of the covered employee

C. Dependent children may continue the Group Health Coverages upon the occurrence of one (1) of the following "qualifying events":

1. termination of covered employee's employment for any reason other than "gross misconduct"
2. reduction in the hours worked by the covered employee
3. loss of "dependent child" status under the plan rules
4. covered employee's becoming entitled to Medicare
5. divorce or legal separation of the covered employee
6. death of the covered employee

Election

Qualified beneficiaries have a sixty (60) day period from the later of the coverage loss date or the date the notice to elect COBRA coverage is sent to elect whether to continue coverage. Once COBRA coverage is chosen, the beneficiary is required to pay for the coverage. COBRA coverage is retroactive if elected and paid for by the qualified beneficiary.

Benefits Available to Qualified Beneficiaries

Qualified beneficiaries have the right to elect to continue coverage that is identical to the coverage provided under the plan. A covered employee or the covered employee's spouse may elect COBRA coverage on behalf of any other qualified beneficiary. Each qualified beneficiary, however, may independently elect COBRA coverage. A parent or legal guardian may elect on behalf of a minor child.

Termination of COBRA Coverage

Coverage for the employee and eligible dependent(s), if any, can end when:

- A. the last day of maximum coverage is reached;

- B. premiums are not paid on a timely basis;
- C. the employee ceases to maintain any group health plan;
- D. coverage is obtained with another employee group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition of such beneficiary;
- E. a beneficiary is entitled to Medicare benefits.

Special rules for disabled individuals may extend the maximum periods of coverage. If a qualified beneficiary is determined under Title II or XVI of the Social Security Act to have been disabled at the time of a termination of employment or reduction in hours of employment and the qualified beneficiary properly notifies the plan administrator of the disability determination, the eighteen (18) month period is expanded to twenty-nine (29) months.

Regular Conversion Option

After the continuation coverage under COBRA expires, the beneficiary may be eligible for coverage under any conversion option provided under the plan.

- A. The Board will notify a qualified COBRA beneficiary of the option to enroll in a conversion plan **within 180 days** before the expiration date of COBRA continuation coverage.
- B. The benefits and costs of coverage available under a conversion option may differ from those offered through the group health plan.

Notification Requirements

A. The Board shall:

1. notify all covered employees and spouses of their coverage continuation rights on the date the COBRA requirements took effect;

Thereafter, each employee shall be notified of this policy at the time they begin coverage under the Board's Group Health Coverages and each spouse shall be notified of this policy at the time family or spouse coverage begins under the Board's Group Health Coverages.

Notification to the employee's spouse shall be deemed to serve as notice on dependent children.

2. include information on the continuation rights in the Summary Plan Description;
3. notify the plan administrator within thirty (30) days of the following qualifying events:

- a. death of the covered employee
- b. termination of employment or reduction in hours of the covered employee
- c. eligibility of covered employee for Medicare
- d. bankruptcy of covered employee

B. The Plan Administrator shall:

1. notify the employee of their COBRA provisions when the employee begins under the group health coverages;
2. notify the eligible beneficiaries **within fourteen (14)** days of receiving the specified notification of the qualifying event of his/her right to continuation of coverage. Notifying a spouse or former spouse of an employee is considered sufficient notice to all other eligible beneficiaries living with that person.

The employee, retiree, or family member should notify the plan administrator within sixty (60) days of events consisting of divorce or legal separation or a child's ceasing to be covered as a dependent under plan rules.

Legal

P.L. 99-272

Consolidated Omnibus Budget Reconciliation Act of 1984

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Section 4000 Support Staff
Title IMPORTANT NOTICE OF EMPLOYEES' RIGHT TO DOCUMENTATION OF HEALTH COVERAGE
Number ag4421A
Status First Reading

4421A - **IMPORTANT NOTICE OF EMPLOYEES' RIGHT TO DOCUMENTATION OF HEALTH COVERAGE**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits the circumstances under which coverage may be excluded for medical conditions present before the employee enrolls. Under the law, a pre-existing condition exclusion generally may not be imposed for more than twelve (12) months (eighteen (18) months for a late enrollee after the enrollment date). The twelve (12) month (or eighteen (18) month) exclusion period may be reduced by a new employee's prior health coverage. A new employee is entitled to a certificate from his/her former health insurance provider that will show evidence of the person's prior health coverage.

To obtain a certificate, the employee should mail or email a written request ~~complete the attached form and return it to:~~

School District of Manawa
800 Beech Street
Manawa, WI 54949

cobrien@manawaschools.org

For additional information contact: Business Manager
920-596-~~2332~~525

The certificate must be provided promptly. The employee should keep a copy of this completed form. S/He may also request certificates for any dependents (including a spouse) who were enrolled under the employee's health coverage.

The Business Manager will be responsible for providing a Certificate of Health Insurance Coverage (~~Form 4421A-F1~~) to an employee when:

- A. s/he no longer is covered by the District's plan;
- B. s/he is no longer covered under COBRA;
- C. s/he requests a certificate no later than twenty-four (24) months after cessation of coverage.

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Book AG 1st Draft Clean
Section 4000 Support Staff
Title FMLA RECORDKEEPING REQUIREMENTS
Number ag4430.01B
Status First Reading

4430.01B - FMLA RECORDKEEPING REQUIREMENTS

The business **m**Manager is responsible for making, keeping, and preserving all relevant records pertaining to the Board of Education's obligations under the FMLA in accordance with the recordkeeping requirements of Section 11(c) of the Fair Labor Standards Act (FLSA) and in accordance with the final regulations applicable to the FMLA. Specifically, the **b**Business **m**Manager is charged with keeping/preserving the records identified below in accordance with the District's Records Retention Schedule (see AG 8310A), and under no circumstances shall said records be kept for less than three (3) years. The records shall be available for inspection, copying, and transcription by representatives of the Department of Labor upon request.

The **b**Business **m**Manager shall maintain records that disclose the following:

- A. Basic payroll and identifying employee data, including name, address, and occupation; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid.
- B. Dates FMLA leave is taken by FMLA eligible employees (e.g., available from time records, requests for leave, etc., if so designated). Leave must be designated in records as FMLA leave; leave so designated may not include leave required under State law or a Board plan which is not also covered by FMLA.
- C. If FMLA leave is taken by eligible employees in increments of less than one (1) full day, the hours of the leave.
- D. Copies of employee notices of leave furnished to the District under FMLA, if in writing, and copies of all written notices given to employees as required under the FMLA and its implementing regulations (see 29 C.F.R. Section 825.300(b) through (c)). Copies may be maintained in employee personnel files.
- E. Any documents (including written and electronic records) describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves.
- F. Premium payments of employee benefits.
- G. Records of any dispute between the District and an eligible employee regarding designation of leave as FMLA leave, including any written statement from the **District Administrator** **Superintendent** or designee or employee of the reasons for the designation and for the disagreement.

Records and documents relating to certifications, recertifications or medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records in separate files/records from the usual personnel files. If the Genetic Information Nondiscrimination Act of 2008 (GINA) is applicable, records and documents created for purposes of FMLA leave containing family medical history or genetic information as defined by GINA shall be maintained in accordance with the confidentiality requirements of Title II of GINA (29 C.F.R. 1635.9), which allow for disclosure consistent with FMLA requirements. If the ADA, as amended, is also applicable, such records shall be maintained in conformance with ADA confidentiality requirements (see 29 C.F.R. 1630.14(c)(1)), except that:

- A. supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations;
- B. first aid and safety personnel may be informed (when appropriate) if the employee's physical or medical condition might require emergency treatment; and
- C. government officials investigating compliance with FMLA (or other pertinent laws) shall be provided relevant information upon request.

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Book AG 1st Draft Clean
 Section 4000 Support Staff
 Title JOB-RELATED EXPENSES
 Number ag4440A
 Status First Reading

4440A - JOB-RELATED EXPENSES

Expenses which are incurred by support staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a support staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- A. () Travel within or outside the District is to be authorized by the Building Principal or District Administrator.
- B. () Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the Building Principal for approval by the District Administrator. All such requests must be received in the Central Office at least two (2) weeks days prior to the date a decision is needed. Forms are available in each school office or on the district website.

Procedure

- A. () Each request for travel or conference funds should detail the reasons for the expenditures ~~and should not be labeled in broad general terms.~~
- B. () ~~Under normal conditions, officers and support staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.~~
- C. () Travel should be by the most direct and economical route.
- D. () All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Support staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- E. () For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- F. () In all instances of travel reimbursement, full itemization of expenditures is required.
- G. () Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

Reimbursement

- A. () Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on the district form Form 4243-F2 provided for that purpose.
- B. () Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. Taxi fare from home and conference destination to terminal and return is allowable with receipt.
- C. () Lodging and meals will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills.
- D. () ~~Meals will be reimbursed at a rate not to exceed _____ per day with allowance for separate meals as follows:~~
~~Breakfast.....\$~~
~~Lunch.....\$~~
~~Dinner.....\$~~
~~Exceptions will be made where conference sponsors have agreed to a flat fee for all participants, i.e., American Plan.~~
- E. () Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.

F. () Registration fees are reimbursable.

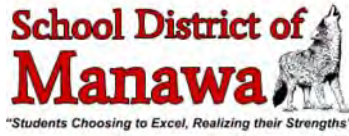
G. () ~~Sales tax on hotel bills is reimbursable.~~

Claim Forms

All claims for reimbursement ~~and will be submitted on travel voucher forms or on standardized voucher forms available in the principal's office. Wherever possible,~~ expenditures must be substantiated by receipted bills.

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	USE OF PRIVATE CAR FOR SCHOOL BUSINESS
Number	ag4440B
Status	First Reading

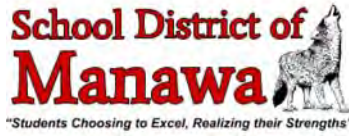
4440B - USE OF PRIVATELY OWNED CAR FOR SCHOOL BUSINESS

The District has established the following means for providing reimbursement for the use of "privately-owned" vehicles used in the performance of assigned duties.

- A. When an individual's duties require his/her presence at other schools within or out of the District, reimbursement for travel may be requested. Such requests will be approved when the travel is scheduled or authorized by the District Administrator.
- B. Regularly scheduled travel will be authorized when requisitioned in compliance with a printed schedule; e.g., special support staff members are required to go from school to school on a regular schedule.
- C. Sporadic or emergency travel will be authorized when made in connection with an assignment.
- D. Payments for authorized travel will be made provided itemized daily records are submitted on the proper forms. Persons who travel are advised to keep a daily log of their required business trips.

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	USE OF SCHOOL VEHICLE FOR SCHOOL BUSINESS
Number	ag4440c
Status	First Reading

4440C - **USE OF SCHOOL VEHICLE FOR SCHOOL BUSINESS**

The District has established the following guidelines for the use of school-owned vehicles in the performance of assigned duties.

- A. Regularly scheduled use will be authorized by the building principal and scheduled by the high school administrative assistant.
- B. Staff must have a copy of their driver's license on file with the District office.
- C. A background check will be conducted to review the person's driving record.
- D. All accidents must be reported to the District Administrator.

E. All accidents must be reported to the law enforcement agency where the accident takes place at the time of the accident.

F. A Vehicle Usage Form must be submitted to the high school administrative assistant when returning the vehicle, gas receipts, and keys.

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Book AG 1st Draft Clean
 Section 9000 Relations
 Title PUBLIC RELATIONS OBJECTIVES
 Number ag9120A
 Status First Reading

9120A - PUBLIC RELATIONS OBJECTIVES

The purpose of the school-community relations program is to establish and maintain in the public mind both respect for the school system and confidence that it is providing the best possible education for the District's students in terms of intellectual, emotional, moral, social, and physical development.

To this end, parents and other District residents are to be kept informed regarding Federal/State regulations and District policies and guidelines.

The District Administrator shall be responsible for the District's public relations program which shall be designed to accomplish the following objectives to:

(X) Explain in an understandable, approachable~~noncondescending~~ manner, the programs, achievements, and needs of the schools to:

- (X) parents,
- (X) local officials,
- (X) community leaders,
- (X) local business and industry,
- (X) community organizations,
- (X) special interest groups,
- (X) the community as a whole,
- (X) State and Federal agencies.

(X) Obtain reliable, useful information regarding:

- (X) what residents expect from their schools;
- (X) what residents think their schools are accomplishing;
- (X) what residents would like to know about their schools;
- (X) what residents would like their schools to be doing differently.

(X) Anticipate potential problems caused by misunderstanding or lack of information and take steps~~measures~~ to eliminate them before they happen to the degree possible.

(X) Operate meetings in accordance with law and as speedily and efficiently as circumstances permit.

(X) Use a variety of communication modalities

Evaluation of Program

The public relations program shall be submitted to the Policy and Human Resources Committee for review and approval and shall be subjected to continuous evaluation by said committee.

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Book	AG 1st Draft Clean
Section	9000 Relations
Title	PHOTOGRAPHS/PICTURES
Number	ag9120b
Status	First Reading

9120B - PHOTOGRAPHS/PICTURES

The District has a need for photographs for use in personnel records, student records, school newsletters, general public information, [the district website, district email,](#) and the like.

[] ~~Whenever possible, Annually~~ a ~~recent~~ photograph should be ~~taken of~~~~obtained from~~ each staff member ~~by the district's photography vendor~~ and ~~off from~~ each new staff member, upon employment. The photo shall be kept in ~~an electronic~~~~the staff member's personnel~~ file for use primarily in publicity about the staff member and/or the District.

[] Commercial use of personal photographs shall be prohibited without specific approval of the parent and/or staff member. Group photographs of a general nature may be used for public relations and media press releases; however, individual photographs require a written approval from the parent/staff member prior to use. ~~(See Form 7540-F4)~~

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Book AG 1st Draft Clean
Section 9000 Relations
Title NEWS MEDIA RELATIONS
Number ag9120c
Status First Reading

9120C - NEWS MEDIA RELATIONS

The District Administrator will function as the District's communication representative with the news media ~~and the principal will serve that function at the school level.~~ In order to maintain a progressive and coordinated program of public relations for the District, it is essential that:

staff members not give school information or an interview requested by representatives of the news media without prior approval of the District Administrator who will work with the principal ~~to~~~~who will~~ either set up an appointment for this purpose which will not interfere with the staff member's daily activities, or speak to the media representative about the matter personally;

anyone given permission to photograph a nonpublic school event or activity must submit the photographs to the principal for approval prior to their use in order to avoid possible invasion of privacy problems;

in cases where there is doubt with regard to taste or privacy, but where it is felt that the publishing of the photograph serves a purpose which is in the best interests of the District, the principal will not authorize the use of the photograph without first obtaining a release from the individual(s) concerned or their parent or guardian;

students are not permitted to provide information about school activities or an interview to representatives of the news media without prior approval of the principal who is to be present at all such meetings with news media representatives.

The District and each school's principal shall:

be readily available to media representatives;

provide media representatives upon their request with all facts that give a true picture to the best of his/her knowledge;

requesting, at the same time, that they not publish or broadcast any facts which are injurious to District personnel or students, or which would serve no constructive purpose;

keep media representatives fully informed with regard to the school system in all aspects, activities, and changes, so that any reporting will be done on the basis of a complete and valid overview;

submit, suggest or request feature stories or articles to media representatives which are of interest or importance;

provide an agenda and other "background" material to media representatives who attend meetings of the Board;

~~meet periodically with representatives of the news media to
(-) discuss District progress and problems;
(-) review general media impressions of the School District;~~

assist various school-related groups in their relations with the news media;

protect school personnel from any unnecessary demands on their time by news media representatives.



Book AG 1st Draft Clean
Section 9000 Relations
Title COMPLAINT REVIEW COMMITTEE PROCEDURES
Number ag9130
Status First Reading

9130 - COMPLAINT REVIEW COMMITTEE PROCEDURES

The following procedures should be used by committees formed to review complaints concerning instructional materials.

A. Robert's Rules of Order shall be followed for conducting meetings.

A chairperson and a secretary will be selected by the Curriculum Director prior to the initial meeting.

First Meeting:

Copies of the petitioner's complaint are distributed.

Copies of the material being challenged are distributed.

Relevant materials concerning the issue are made available.

The petitioner may make an oral presentation of not more than fifteen (15) minutes.

District staff may make an oral presentation of not more than fifteen (15) minutes.

The chairperson directs each committee member to review the complaint carefully and be prepared to vote on the issue at the second meeting.

Second Meeting:

Committee discussion ~~will be~~ led by the chairperson.

The petitioner may be present to observe, but may not participate in the deliberations.

The vote of a simple majority of those present entitled to vote will determine the resolution of the complaint.

~~Only members who have read or viewed the material in its entirety may vote.~~

Balloting will be written and confidential.

The vote will then be forwarded to the District Administrator for his/her review and decision.

Minutes of each meeting will be kept by the secretary and distributed to the petitioner, the committee, the Curriculum Director and the District Administrator.

The petitioner may appeal the decision of the committee to the Board, who will have access to all materials made available to the committee as well as to the minutes of each meeting.

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Book	AG 1st Draft Clean
Section	9000 Relations
Title	PROCEDURES FOR INSPECTION OF INSTRUCTIONAL MATERIALS
Number	ag9130A
Status	First Reading

9130A - PROCEDURES FOR INSPECTION OF INSTRUCTIONAL MATERIALS

The following procedures should be used when a member of the public makes a request to inspect instructional materials used as part of the educational curriculum of a student.

A signed written request containing the following information ~~Form 9130 F3~~ should be completed and submitted to the Curriculum Director:

- Parent's Name
- Student's Name and Grade Level
- Home Address
- School of Attendance
- Course of Study
- Teacher's Name
- The Specific Materials to be Reviewed
- Parent Signature
- Date

_____. Upon receipt of the written request ~~Form 9130 F3~~, the Curriculum Director _____ will contact the person making the request within ten (10) days to schedule an appointment for the person to come to the District to review and inspect the material as per the written request ~~indicated on Form 9130 F3~~. If upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy 9130 and AG 9130.

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Book AG 1st Draft Clean
Section 9000 Relations
Title SCHOOL VISITORS
Number ag9150
Status First Reading

9150 - **SCHOOL/DISTRICT VISITORS**

In order to protect the educational program of the schools from undue disturbance, each principal shall establish guidelines and procedures for visitors which shall include the following:

~~(-) Persons wishing to visit one or more schools are to make arrangement in advance through the school office of each school to be visited.~~

(X) Every visitor to a school must register at the school office. Sign-in lists showing name, time, ~~purpose for the person~~ visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property without authorization and should be asked to identify himself/herself properly and obtain permission or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from the Manawa Police Department.

(X) No visitor may see a student in school unless it is with the specific approval of the Building Principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.

(X) Students may not bring guests to school unless advanced written permission at least a week in advance ~~to do so~~ has been granted by the Building Principal.

(X) Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:

(X) Visitations will not be allowed during examinations and independent study periods.
The length and frequency of parent visits will be prearranged in advance with the Building Principal for educationally relevant purposes.

~~(-) A visitation should be no longer than _____ minutes or _____ class period.~~

~~(-) The number of visitors at any one (1) time should not exceed _____ parents.~~

~~(-) The frequency of visits for any student's parents should be no more than _____ every _____ weeks and the aggregate number of nonstaff visits per week should not exceed _____.~~

(X) Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process. This pertains to parent visitors who are not present to serve as classroom volunteers.

(X) Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.

(X) Any comments made by individual students are to be maintained in confidence by the visitor to the activity.

(X) Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom, without the prior consent of the principal, as it may violate the privacy rights of students unrelated to the visitor. Recording of other school activities to which the public is invited will be in accordance with AG 9160 - Attendance at Public Events.

(X) If the nature and instructional purpose of any activity calls for students to be segregated by gender for purposes of privacy, only visitors of the same gender may observe those groups in the privacy areas.

(X) Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.

(X) If a parent or other visitor wishes to tape record a conversation with a teacher or the principal, s/he should request permission from the teacher or principal although the person is not obligated to do so. If the teacher or principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins.

A copy of these guidelines (~~Form 9150-F1~~) is to be given to and signed by each non-staff visitor to a classroom as an indication that s/he understands the guideline.

Visitors are to be encouraged to meet with the principal and teacher during non-instructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should follow the Board's Policy 9130 which states that the parent is to address the matter first with the teacher and, if not rectified, to then meet with the principal.

Except as set forth in District policy or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

No staff member is to transact business with a visitor who

does not have visitor's pass.

has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

If a disabled person should visit a school and request accommodation and s/he has not submitted ~~a~~the ~~r~~Request for ~~a~~Accommodation ~~-Form 9160A-F1~~, in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable (see AG 9160A).

Each principal shall post in a conspicuous place at each entrance, the guidelines and procedures to be followed by visitors.

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Book AG 1st Draft Clean
Section 9000 Relations
Title PUBLIC ATTENDANCE AT SCHOOL EVENTS
Number ag9160
Status First Reading

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The following regulations are to be observed with respect to the conduct of school events:

(X) All laws regarding public assemblies must be strictly complied with. Use of tobacco or similar alternatives (i.e. vaping devices) in any place of public assembly in any school building is absolutely prohibited. The sale, possession, or consumption of any form of alcoholic beverages or prohibited drugs in or on any part of the school buildings or grounds is absolutely prohibited.

(X) Wagering on any aspect of an athletic event will not be tolerated.

(X) but participation in raffles and other such forms of fund-raising for school-related events is permissible if the event is authorized by the District Administrator in accordance with any applicable State regulations.

(X) A schedule of fees for all school events shall be prepared by the Building Principal or District Administrator and approved by the Board of Education.

(X) Senior citizens, residents of the District 62 years of age or older and retired, shall be admitted without charge to certain school events.

(X) Passes to school events will be available to each Board member and a guest, head coaches and a guest, and administrators and a guest, municipal officials and all ex-Board members.

~~(-) Armed services personnel in uniform shall be admitted free to all school events.~~

(X) The Board will honor Conference athletic passes for all districts which are members of conferences in which teams of this District compete ~~and which honor the passes of this District.~~

Use of Recording Devices

Anyone attending a school event who wishes to record the activity on a visual recording device shall be asked to abide by the following rules:

~~(-) The recorder must operate the device within the area designated by the principal or director of the activity.~~

(X) The camera must not block the view of any other attendees or interfere with others who seek to record the activity.

(X) Those who record or assist a recorder must not block any passageways nor interfere with any other attendee's participation or observation of the activity.

(X) If sound is also being recorded, the recorder must not ask other attendees to be quiet or to change their behavior in order to improve the quality of the sound recording.

(X) The recorder must agree to abide by all District safety rules, ~~a copy of which shall be provided by the principal or director of the activity.~~

(X-) If the District is recording the activity, the principal may arrange for a person to obtain a copy providing s/he agrees to ~~provide a tape and~~ pay whatever the principal may need to charge to cover the costs of transfer.

Where the District does not possess the appropriate license or permission to allow the recording of a copyrighted work or performance, notice will be given, when possible prior to the exhibit or performance. Announcements shall be made at the beginning of any such exhibit or performance.

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Book AG 1st Draft Clean
Section 9000 Relations
Title ACCESSIBILITY OF DISTRICT FACILITIES
Number ag9160A
Status First Reading

9160A - ACCESSIBILITY OF DISTRICT FACILITIES

Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officer"), along with the District Section 504/ADA Compliance Officer(s) ("District Compliance Officer"), are responsible for making sure interested persons (e.g., applicants, participants, members of the public), including persons with impaired vision or hearing, can obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities. This mandate requires that communications with a disabled person are as effective as communications with nondisabled person. As such, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program or activity conducted by the Board. The type of auxiliary aid or service necessary to enable effective communication will vary in accordance with the length and complexity of the communication involved. Factors to be considered in determining an appropriate accommodation/auxiliary aid/service include:

- A. the context in which the communication is taking place;
- B. the number of people involved; and
- C. the importance of the communication.

Because modes of communication evolve, the District will re-assess its effectiveness regularly, as circumstances and technologies change. When an auxiliary aid and/or service is required, the District will provide an opportunity for individuals with disabilities to request the auxiliary aids and/or services of their choice, and will give primary consideration to the choice expressed by the individual. The District will generally honor the requestor's choice, unless it can demonstrate that another equally effective means of communication is available, or that use of the means chosen would result in a fundamental alteration of the service, program or activity, or in undue financial and/or administrative burdens. This determination will be made by a District Compliance Officer after considering the resources of the District, the impact on the program, service or activity, and the comparable efficacy of the various auxiliary aids and services, while giving primary consideration to the requests of the individual with disabilities. If the District Compliance Officer denies a requestor's choice, s/he will notify, in writing, the person requesting the auxiliary aids/services of his/her determination, including the reasons for his/her decision.

**Examples of Auxiliary Aids/Services
for Individuals who are Deaf or Hard of Hearing:**

Qualified interpreters – an interpreter who is able to sign to the individual who is deaf what is being said by the hearing person and who can voice to the hearing person what is being signed by the individual who is deaf; this communication must be conveyed effectively, accurately and impartially, through the use of any necessary specialized vocabulary.

- | | |
|---|--|
| Telecommunication devices for deaf persons(TDDs). | Telephones compatible with hearing aids. |
| Computer-aided transcription services. | Closed caption decoders. |
| Written materials. | Note-takers. |
| Telephone handset amplifiers. | Vidiotext displays. |
| Assistive listening systems. | Exchange of written notes. |

**Examples of Auxiliary Aids/Services
for Individuals with Vision Impairments**

- | | |
|--------------------|-------------------------------|
| Qualified readers. | Braille materials. |
| Taped texts. | Large print materials. |
| Audio recordings. | Assistance in locating items. |

**Examples of Auxiliary Aids/Services for
Individuals with Speech Impairments**

TDDs.
Computer terminals.

Speech synthesizers.
Communication boards.

Because the standards for IDEIA-compliance are not the same as ADA requirements, the District will consider students' effective communication needs separately from any IDEIA obligations.

Since the District communicates by telephone with applicants and beneficiaries, TDDs or equally effective telecommunication systems will be used to communicate with individuals with impaired hearing or speech.

Administrators are responsible for verifying that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities. Additionally, administrators are directed to verify that proper signage is present at all inaccessible entrances to their facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility should be used at each accessible entrance to a facility.

The District Compliance Officer shall verify that the following notice is made a part of each communication concerning a District activity to which the public is invited:

"Upon request to the Building Principal _____, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity." (~~see Form 9160A-F1~~)

With regard to accessibility of facilities, the District will meet its obligations through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, development and maintenance of an accessible District website, or any other method that results in making its programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the District will serve persons with disabilities in the most integrated setting appropriate.

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Section 9000 Relations
Title CUSTOMER SERVICE
Number ag9190
Status First Reading

9190 - CUSTOMER SERVICE

The following guidelines should be followed whenever students are involved in vocational programs which involve providing services to people in the community:

General Provisions

- The customer will be given an estimate of the costs, in advance of the work, except for standardized cost services.
- A signed Customer Service Agreement and/or work order must be on file and if practicable, a copy of the agreement shall remain with the job.
- The instructor will note pertinent information about the service item upon receipt of the order.
- No item will be released to the customer before the total invoice is paid in full. Arrangements should be made to have work picked up after notification of project completion.
- The Building Principal must approve the scheduling of all customer service work.

Fee Schedule

- All parts and materials furnished by the school will be invoiced at current list price plus State sales tax.
- Customer service fees will be determined by the instructor with approval by the Building Principal.
- A fee may be added when special equipment is needed to complete the order properly.
- The instructors, after consultation with the Building Principal, may quote a job at a special rate if it is determined that the job is an unusually good training experience or requires additional time in the lab. The adjusted rate shall be noted on the Work Order.
- The normal customer service fee may be waived with a donation of materials and/or equipment of a comparable value, with the approval of the Business Manager.

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Section 9000 Relations
Title DISTRICT-SUPPORT ORGANIZATIONS
Number ag9211
Status First Reading

9211 - DISTRICT-SUPPORT ORGANIZATIONS

In accordance with Board policy, all District-support organizations, including parent associations, booster clubs, and the like, are to abide by the following guidelines.

() Bylaws of the organization clearly state:

1. the purpose of the organization must be to benefit the students of the District;
2. the name of the organization;
3. the procedure for the election of officers and the length of terms;
4. provisions for student and staff involvement which are to include that a District administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the District Administrator.

() ~~Each organization, by no later than _____ of each year, submit its plan for any and all fund-raising activities to include the following:~~

- ~~1. the purpose of each fund-raising activity~~
- ~~2. the fund-raising procedure~~
- ~~3. the bookkeeping procedure that will be used~~
- ~~4. designation of a fiscal officer for the organization who will be responsible for the accounting of funds~~
- ~~5. assurance that none of the proceeds from a fund-raiser are commingled with a student activity account~~
- ~~6. agreement that none of the activities involve the use of public funds~~
- ~~7. a guarantee that funds will be used in ways that are consistent with the purpose of the organization and that at least _____ percent (____%) of all collected funds will be spent on student activities connected with the District~~
- ~~8. agreement that any purchases made by the organization are not represented as District expenditures and do not use identification numbers of the District such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like~~
9. Each organization will provide assurance any fundraisers that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules

Further, ~~if approved,~~ assurance that fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day (not in direct competition with the sale of reimbursable meals).

() Each organization agrees that any donations made to the District shall be done in accordance with Board Policy 7230 and the accompanying guidelines.

() Each organization agrees to abide by the policies and guidelines established for use of District facilities and grounds.

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Book AG 1st Draft Clean
Section 9000 Relations
Title HOME-BASED PRIVATE EDUCATION STUDENTS
Number ag9270
Status First Reading

9270 - HOME-BASED PRIVATE EDUCATION STUDENTS

The District has established the following requirements and limitations to home education:

Participation in School

A student receiving Home-Based private education may attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two (2) courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

Assessment

The District strongly recommends that the parent maintain a record of the program of instruction including assessment of what has been learned. This documentation will be important if the child wished to re-enroll in a District school. Such a record could include:

- A. resources and books used in the course;
- B. the number of hours devoted to each course of study (800 hours minimum);
- C. courses of study completed;
- D. a portfolio of work done;
- E. examples of tests and test scores;
- F. standardized test scores demonstrating the student's ability.

The District shall not administer statewide examinations/assessments to students receiving a Home-Based private education, including those enrolled in the District for two (2) or fewer classes per day. The District shall not pay for any standardized testing of students not enrolled in the School District.

The District may permit the home-based student to take local District achievement/ability tests normally given at each grade by the District. This may be done on a fee basis, as determined at the time of the parent request. It is the parent's responsibility to make the appropriate arrangements with the school principal.

Re-Enrollment in School

If a parent wishes to have his/her child return to a District school, s/he must follow normal enrollment guidelines. The conditions and assessment procedures described in AG 5463 - Student Transfer from a Nonpublic School will apply.

In grades 9-12, if the student wishes to enroll, the parent should provide an academic assessment report for each class taken at home. In addition, the school will need the grades from the last public or private school attended prior to home-based education. Athletic eligibility will be determined by WIAA guidelines and District athletic policy.

Students are encouraged to enroll at the beginning of a semester.

All home-based, private education courses will be given a grade of P/F (Pass/Fail) and transcripts will denote home education with P/F grades and "credits" assigned by the parents.

The student's grade-point average will be established only after s/he has completed consecutive semesters of attendance at the high school. To be eligible for awards such as ~~Valedictorian or Salutatorian~~, Distinguished Scholar, National Honor Society, etc., the student must be enrolled for consecutive semesters prior to the second semester of the senior year.

If the student wishes to graduate, s/he must meet the requirements specified in Board Policy 5460 and graduation guidelines of the high school.

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Book AG 1st Draft Clean
Section 9000 Relations
Title ADMISSION OF STUDENTS FROM NONAPPROVED SCHOOLS
Number ag9270A
Status First Reading

9270A - ADMISSION OF STUDENTS FROM NONAPPROVED SCHOOLS

The following guideline applies to students who are transferring from a home-school, nonchartered religious school, or foreign school. It does not apply to any school that has been approved or licensed by a State educational agency.

General Procedures:

- A. () The parent is to submit to the Building Principal written notification of the intent to enter the school no later than 5 days prior to the expected date of enrollment.
- B. () The Building Principal is responsible for conducting a thorough placement study including an assessment of current learnings relative to each course of study (see AG 5463). The placement study should also include a review of information provided by the parent such as student achievement data, standardized test scores, topics studied, resources used, and samples of student work and accomplishments. It should also include a comparison with the criteria established for private schools under Wis. Statute 118.165. No student is to be placed in any school or grade without a written placement review.
- C. () A final meeting with the parent and student shall be scheduled to review the District's assessment results, establish credits (if applicable), and discuss placement.
- D. () In the event the advance notice is not provided, a temporary placement decision may be made by the Building Principal while the placement review is conducted. The parent is to be informed of the District's placement review procedure.
- E. () Prior to placement, the parent must complete normal enrollment procedures as outlined in AG 5111.
- F. () A review of student progress shall be conducted by the Building Consultation Team at the end of the quarterly grading periods to evaluate the effectiveness of the placement decision.
- G. () A parent may request, during the placement procedure, that his/her child participate in special education programming. If so, the District's special education identification and evaluation procedure is to be followed. If there is no conclusive evidence that special education testing should be initiated or if the student does not qualify, the 504 evaluation procedure (AG 2260) may be applicable or the Building Consultation Team may be notified prior to student placement.
- H. () If the District's assessment of a student indicates mastery of curriculum objectives that far exceed the normal age/grade placement, and whose standardized test scores indicate qualification for gifted education, s/he may be referred to the Building Consultation Team for placement.

Admission to Kindergarten Through Grade Eight

Placement into a grade shall be made in accordance with the following:

- A. () age appropriateness
 - B. () data resulting from the assessment procedure described in AG 5463 - Student Transfer from Nonaccredited Schools
 - C. () results of the examination of the student's most recent annual academic assessment report which shall include one (1) of the following:
 - 1. () data resulting from the assessment procedure described in AG 5463 - Student Transfer from Nonaccredited Schools
 - 2. () results of a nationally-normed, standardized achievement test
 - 3. () written narrative indicating that a portfolio of the student's work has been reviewed and his/her academic progress for the year is in accordance with the student's abilities
- () and the District's applicable courses of study

- D. review of previous regular education program records, if any, to check last grade placement
- E. results of universal screeners or competency tests at the appropriate grade level(s) to measure achievement of performance objectives in each applicable subject

Admission to Grades Nine Through Twelve

Placement into a grade shall be made on the basis of credits earned. Placement into each subject (e.g. English) shall be made based on:

- A. age appropriateness;
- B. data resulting from the assessment procedure described in AG 5463- Student Transfer from Nonaccredited Schools;
- C. results of examination of the student's most recent annual academic assessment report which shall include one (1) of the following:
 - 1. results of a nationally normed, standardized achievement test in the subject area
 - 2. a portfolio of the student's work that demonstrates s/he has developed the knowledge and skills at the previous grade level to the one the student should be placed in based on his/her age
- D. review of previous regular education program records, if any, to check last grade placement;
- E. results on the appropriate universal screeners, competency tests or normed, criterion-references test in the subject area, if applicable to the grade placement.

Procedures for Receiving Credits/Grades

Students shall receive credit for their academic work on the following basis to:

A. receive credit in language arts, social studies, mathematics, and/or science, the student must:

- 1. ~~() receive a raw score equivalent to the _____ percentile on a nationally normed, criterion-referenced test in the specific subject.~~
- 2. receive a passing grade in the final examination in the subject, plus satisfactory completion of any academic projects student must complete demonstrating competence in the subject area.

The student will have only one (1) opportunity to take the appropriate test(s). The student must complete the test(s) within 5 days from the date of enrollment and any projects by no later than _____.

B. receive credit in courses other than language arts, social studies, mathematics, and/or science, the student must demonstrate proficiency as determined by the building administrator and the teacher of the course ~~_____~~ **[teacher or department chairperson]**.

In accordance with Board Policy 5463, no letter or number grades will be recorded for courses for which credit is granted. Credit will be issued on a pass/fail (P/F) basis and the transcript will indicate "home-school" credit. The credit will be recognized for high school graduation requirements. Students entering school at any point following the conclusion of the first grading period will be evaluated on a pass/fail basis for competency in the coursework dealt with during the grading period(s).

The maximum number of credits a student may receive for each year of academic study is 8 credits which is equivalent to the maximum number of credits a student may earn while attending the high school.

Procedures for Determining Grade Point Average (GPA)/Class Rank/Transcripts

A. Students entering the high school shall have no established grade point average (GPA) ~~or class rank~~ until they have completed two semesters.

B. Inclusion of the student in graduation honors such as The Laude System ~~Valedictorian~~ shall occur if the student has been enrolled for two consecutive semesters.

~~() and at least _____% of the credits required for graduation have been earned at the high school.~~

Graduation and Commencement Exercises

Before a diploma will be presented, the student must meet all of the Board's graduation requirements.

For a student to qualify for participation in the commencement exercises, s/he must be enrolled in the high school for _____ ~~() the entire year~~ one (1) semester. Note: Don't make this any different than for students transferring in from another public school.

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Section 9000 Relations
Title FUND-RAISING BY CHARITABLE ORGANIZATIONS
Number ag9700
Status First Reading

9700 - FUND-RAISING BY CHARITABLE ORGANIZATIONS

Charitable organizations are defined as any benevolent, philanthropic, patriotic, not-for-profit or eleemosynary charitable group, association, corporation, or organization proposed to be such, which solicits and collects funds for charitable purposes.

The following criteria will be used in order to ensure equitable consideration of all requests by charitable organizations or groups to solicit funds on District premises. In this context, fund-raising shall also include solicitation of clothing, foodstuffs, or other products.

The purpose of the fund-raising is to help alleviate an economic, health, cultural, educational, or social need in the school community area.

A minimum of _____% of the funds the organization collects in the District are spent within the
 community.
 communities served by the District.
 boundaries of the District.
 or the _____.

The organization and/or the disbursement of funds are managed by residents of the District.

The funds are not used for religious or political purposes.

The organization has a definite plan for the collection and distribution of funds.

The percentage of funds collected and used for administrative expenses and/or compensation for solicitors does not exceed 10%.

~~Regardless of how worthy the purpose of the fund-raising may be or how well the organization meets the criteria, the number of requests that may be approved in any given school year is as follows:~~

~~_____ (number) that involve the time of any staff member
 _____ (number) that involve only canisters or similar collection devices~~

The Principal shall develop a procedure which each approved organization is to follow to solicit and collect funds within the building or on the premises. The procedure is to ensure that:

~~students are not involved in the
 solicitation
 collection
_____ of funds;~~

there is no disruption of the school program;

no funds are left in the building

overnight;

in an unsecured area.

Each requesting organization shall complete an application form provided by the District which shall include:

- the names and addresses of the organization and the persons involved;
- the dates and times of solicitation;
- where solicitation will take place;
- proof that the organization is charitable;

E. proof of compliance with the percentage limitation for administrative and solicitation expenses.

These guidelines shall apply to all fund-raising activities other than approved student fund-raising activities and those approved for District-related organizations.

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Section 9000 Relations
Title DISTRIBUTION OF MATERIALS TO STUDENTS
Number ag9700A
Status First Reading

9700A - **DISTRIBUTION OF MATERIALS TO STUDENTS**

Procedures

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material to the Building Principal _____ 5 day(s) in advance of desired distribution, together with the following information:

- name of the person or organization
- date(s) and time(s) of day of intended distribution
- location where material will be distributed
- the grade(s) of students to whom the distribution is intended
- manner in which the material will be distributed

The Building Principal _____ may either approve the distribution of the material or deny it by indicating how it violates Board Policy 5722, Policy 8800, and Policy 9700, any of the criteria listed below, or a restriction regarding time, place, and manner. If permission to distribute the material is denied, the person or organization shall have the opportunity to make necessary revisions and/or deletions and resubmit to the Building Principal _____ for approval.

Criteria

The distribution may be authorized if the material is:

- related to a current course of study offered by the school;
- tied in with a District-sponsored activity;
 ~~and will be distributed only to students participating in that activity;~~
- unrelated to a District activity but is related to an activity for students that is conducted by an approved outside organization;
 and is to be distributed only to students who are participating in that activity;
- unrelated to any type of student activity but presents information that will be beneficial to the students receiving the material and distribution by other means is either not possible or is not feasible.

Permission to distribute or display material does not imply agreement of its contents by either the administration of the school, the District Administrator, or the Board.

Time, Place, and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as determined by the principal who shall ensure that:

- no material is distributed or displayed during a time or at a place of a school activity if it is likely to cause a substantial disruption of that activity or of other activities;
- no material is distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

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Section 9000 Relations
Title CRITERIA FOR COMMERCIAL MESSAGES
Number ag9700B
Status First Reading

9700B - CRITERIA FOR COMMERCIAL MESSAGES

Any organization that seeks to provide materials or equipment to the District which contains, or has associated with it messages which are designed to sell a product or service must submit the request to the District Administrator before the item(s) is used by the District.

Furthermore, any commercial organization that contracts with a school group or school-affiliated organization to purchase space for the purpose of advertising a product or service must submit the request to the District Administrator before finalizing the advertisement.

The determination as to the appropriateness of the commercial message will be based on the following criteria:

- The message does not relate to a product which is inappropriate for or illegal to minors.
- The message does not relate to a product or service that the Board determines may be considered educationally controversial or objectionable to the District's community.
- The message can be presented without loss of instructional time.
- The message consists of no more than the name of the product (service) and/or the name of the sponsoring organization.
- ~~(-) If the message is located on the equipment or material, it represents no more than ____% of the available space.~~
- ~~(-) If the message is contained in a publication or audio-visual presentation, it represents no more than ____% of the presentation.~~
- ~~(-) If the message is located on a sign that is displayed on District property, it is no larger than ____ feet by ____ feet.~~
- The primary intent of the sponsor is to provide the District with an item that is beneficial to the District rather than to provide a means for the sponsor to sell a product or service.

Signs identifying school facilities shall be free of any commercial advertising.

The administration recognizes that certain publications such as newspapers and magazines used in a classroom or media center contain advertisements. It is the responsibility of the staff member who obtains any such materials to review them so as to ensure there are no editorials or advertisements that promote illegal, promiscuous, or prurient behavior or fosters any form of prejudice against any group of people.

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Students choosing to excel; realizing their strengths.

Change Order Approval Process

When the District Administrator or Business Manager receives a change order from a contractor/vendor on a district project costing \$10,000 or more, the following process will be used for authorization of the change order:

1. The District Administrator will send an electronic message or make a phone call to each Board Member detailing the change order and the District Administrator's recommendation.
2. Each Board Member will be asked whether s/he endorses the change order.
3. Allow twenty-four hours from the time the message or call was sent for Board Members to reply. [If there is no reply from a Board Member after 24 hours with more than one attempt to contact or the person is not accessible (traveling, ill, etc.), the Member's vote will be considered an abstention.]
4. If all Board Members endorse the change order, the District Administrator is authorized to approve the change order.
5. If one or more Board Members does not endorse the change order, the District Administrator will work with the Board President to call a Special Board Meeting as soon as is practicable, but no later than three working days, to take action on authorization of the change order.