

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, November 20, 2024

As noted in Board Policy 0166 - Agenda, each agenda shall contain the following statement: "This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There is a time for public comment during the meeting as indicated in the agenda."

6:00 P.M. Board of Education Meeting

Sturgeon Bay High School Library

CALL TO ORDER:

1. Pledge of Allegiance
2. Roll Call
3. Motion to Adopt Agenda

STUDENT COUNCIL REPORT

PUBLIC COMMENT SECTION *As noted in Board Policy 0167.3 Public Comment at Board Meetings: Individuals who wish to address the Board should be residents of the School District of Sturgeon Bay or parents of students open-enrolled into the district. Speakers are asked to share their name, address, and be aware that comments may be limited to three minutes at the discretion of the Board President.*

RECOGNITION

Parent/Community Volunteers are being recognized in the month of November:

1. Playground Fundraising Group (Brooke Ulrich, Kendra Vandertie, Rachel Maurer, Catherine Poon, Nicole Matson)
2. Student recognition

CONSENT AGENDA:

1. Approve Meeting Minutes [see minutes](#)
 - a. October 23, 2024, Regular Board of Education Meeting
2. Approve October Bills [see bills](#)
3. Accept Grants and Donations [see background](#)
4. Accept Resignations and Retirements [see background](#)
5. Second Reading NEOLA Board Policy Updates
 - a. Policy 0100 - Definitions (Revised)
 - b. Policy 0122 - Board Powers (Revised) [see policies](#)
 - c. Policy 0144.3 - Conflict of Interest (Revised)
 - d. Policy 0171.3 - Clerk (Revised)
 - e. Policy 2250 - Innovative and Pilot Programs (Revised)
 - f. Policy 2413 - Health Education (Revised)
 - g. Policy 2415 - Tutoring for Credit (Rescind)
 - h. Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised)
 - i. Policy 3431/4431 - Employee Leaves (Revised)
 - j. Policy 5517 - Student Anti-Harassment (Revised)

- k. Policy 5610 - Suspension and Expulsion (Revised)
- l. Policy 6610 – Non-district-Supported Student Activity Accounts (Revised)
- m. Policy 6611 - District-Supported/Sponsored Student Activity Accounts (New)
- n. Policy 7440 - Facility Security (Revised)
- o. Policy 7540 - Technology (Revised)
- p. Policy 7544 - Use of Social Media (Initial Adoption) [see policies](#)
- q. Policy 8120 - Volunteers (Revised)
- r. Policy 8310 - Public Records (Revised)
- s. Policy 8330 - Student Records (Revised)
- t. Policy 8431 - Preparedness for Toxic Hazards (Revised)
- u. Policy 9130 - Public Requests, Suggestions, or Complaints (Revised)
- v. Policy 9140 - Citizens' Advisory Committees (Revised)
- w. Policy 5410 – Promotion, Placement, and Retention

OPERATIONS AGENDA:

- 1. Consent Agenda items requiring attention (if any)
- 2. Notice of Board of Education Election on April 1, 2025
Paperwork will be available in the District Office starting on Monday, December 2, 2024. Declarations of Candidacy and Campaign Registration Statements must be filed by 5:00 P.M. on Tuesday, January 7, 2025. [see background](#)
- 3. Appoint Assistant Board Clerk
- 4. Approve Middle School Athletic Coach – Girls Basketball
- 5. Approve High School Athletic Coach – Assistant Girls Basketball [see background](#)
- 6. Approve Teacher Associate(s)
- 7. Approve 2025-2026 School Year Calendar
- 8. NEOLA Technical Corrections (single reading)
 - a. Policy 0100 Definitions
 - b. Policy 0143.1 - Public Expression of Board Members
 - c. Policy 0152 - Officers. [see policies](#)
 - d. Policy 2221 - Special Observance Days
 - e. Policy 2270 - Religion in the Curriculum
 - f. Policy 3112/Policy 4112 - Board-Staff Communications
 - g. Policy 3213/Policy 4213 - Student Supervision and Welfare
 - h. Policy 3216/Policy 4216 - Staff Dress and Appearance
 - i. Policy 3231/Policy 4231 - Outside Activities of Staff
 - j. Policy 4440 - Job-Related Expenses
 - k. Policy 5605 - Suspension/Expulsion of Students with Disabilities
 - l. Policy 8390 – Animals on District Property
- 9. Reports:
 - a. Legislative
 - b. CESA
 - c. Committee/Seminars
 - d. Administrative
 - i. High School
 - ii. Middle School
 - iii. Sunrise Elementary School
 - iv. Sawyer Elementary School [see reports](#)
 - v. Teaching, Learning, & Technology
 - vi. Special Education/Pupil Services
 - vii. Lunch Program

- viii. Business Manager
 - ix. Other
 - e. Superintendent [see report](#)
- 10. Adjourn

NOTE: This notice may be supplemented with additions to the agenda that come to the attention of the board prior to the meeting. If there are changes, a final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

To: Board of Education
Dan Tjernagel and Ann DeMeuse
Date: November 12, 2024
RE: Background Information for the November 20, 2024, Regular Meeting

STUDENT COUNCIL REPORT:

Student Council President Izzy Jimenez-Seyfer will share updates with the Board and public.

PUBLIC COMMENT SECTION *As noted in Board Policy 0167.3 Public Comment at Board Meeting: Individuals who wish to address the Board should be residents of the School District of Sturgeon Bay or parents of students open-enrolled into the district. Speakers are asked to share their name, address, and be aware that comments may be limited to three minutes at the discretion of the Board President.*

RECOGNITION

Parent/Community Volunteers are being recognized in the month of November:

1. Playground Fundraising Group (Brooke Ulrich, Kendra Vandertie, Rachel Maurer, Catherine Poon, Nicole Matson)
2. Students Recognition

CONSENT AGENDA:

1. Approve Meeting Minutes

- a. October 23, 2024, Regular Board of Education Meeting

[see minutes](#)

2. Approve October Bills

3. Grants and Donations

- For Sunrise
 - \$40 Sonny's
 - \$100
 - \$40 Tadych's
 - \$40 Jimmy Johns
 - \$40 Starbucks
 - \$40 McDonalds
 - \$40 Novel Bay Booksellers
 - \$40 Madison Avenue Market
- Raibrook for "TJ Walker Library Signage"
- Raibrook for "Enhance Photography, Multimedia Integration"
- \$77 Shawn Wautier for lunch program
- \$500 NEW Industries for Clipper Nation
- \$10,000 Sunshine Charitable Foundation (general donation)
- \$1,000 Fincantieri Marine Group for High School Tech Ed
- \$877.43 Class of 2024 for the HS Auditorium
- \$700 Bonnie Anderson for Clipper Clays

4. Resignations and Retirements – Colleen Geurts is resigning from her food service position. Curtis Aschauer is resigning from his part-time position in food service. Jake Holtz is resigning from coaching football.

5. Second Reading NEOLA Board Policy Updates

- a. Policy 0100 - Definitions (Revised)
- b. Policy 0122 - Board Powers (Revised)
- c. Policy 0144.3 - Conflict of Interest (Revised)
- d. Policy 0171.3 - Clerk (Revised)

- e. Policy 2250 - Innovative and Pilot Programs (Revised)
- f. Policy 2413 - Health Education (Revised)
- g. Policy 2415 - Tutoring for Credit (Rescind)
- h. Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised)
- i. Policy 3431/4431 - Employee Leaves (Revised)
- j. Policy 5517 - Student Anti-Harassment (Revised)
- k. Policy 5610 - Suspension and Expulsion (Revised)
- l. Policy 6610 – Non-district-Supported Student Activity Accounts (Revised)
- m. Policy 6611 - District-Supported/Sponsored Student Activity Accounts (New)
- n. Policy 7440 - Facility Security (Revised)
- o. Policy 7540 - Technology (Revised)
- p. Policy 7544 - Use of Social Media (Initial Adoption)
- q. Policy 8120 - Volunteers (Revised)
- r. Policy 8310 - Public Records (Revised)
- s. Policy 8330 - Student Records (Revised)
- t. Policy 8431 - Preparedness for Toxic Hazards (Revised)
- u. Policy 9130 - Public Requests, Suggestions, or Complaints (Revised)
- v. Policy 9140 - Citizens' Advisory Committees (Revised)
- w. Policy 5410 – Promotion, Placement, and Retention

A motion to approve the consent agenda items as presented is recommended.

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)

This is a standing agenda item and utilized only if needed.

2. Notice of Board of Education Election on April 1, 2025

A school board election will be held on April 1, 2025. The three board members whose terms of office will expire in April of 2025 are Beth Chisholm, Mike Stephani and Jake Schulz.

Declarations of Candidacy and Campaign Registration Statements will be available in the School District Office at 1230 Michigan Street during regular school hours starting Monday, December 2, 2024. The Declarations of Candidacy and Campaign Registration Statements must be filed in the District Office no later than 5:00 P.M. on Tuesday, January 7, 2025.

3. Appoint Assistant Board Clerk

A motion to appoint the District Administrator to the position of Assistant Board Clerk for the purposes of accepting Board of Education election documents is requested. This is the practice that has been used in the past as a convenience to the Board Clerk and potential board candidates.

A motion to appoint the District Administrator as Assistant Board Clerk to assist with the collection of Board of Education election documents is recommended.

4. Approve Middle School Athletic Coach – Girls Basketball

- a. Maddie Woldt: Principal M Smullen and Athletic Director Dupuis recommend Maddie Woldt as our new 7th Grade Girls Basketball Coach. Maddie is a current Kindergarten teacher at Sawyer Elementary school. Maddie coached middle school girls' basketball during the 2021-22 and 2022-23 seasons.

A motion to approve Maddie Woldt as the 7th Grade Girls' Basketball Coach is recommended.

5. Approve High School Athletic Coaches - Assistant Girls Basketball

- a. **Autumn Rass** – Principal Nerby and Athletic Director Dupuis recommend Autumn Rass as the Assistant Girls Basketball Coach. She is a graduate of Sturgeon Bay High School as well as a former basketball player here. She was involved with the program last year as a volunteer and is interested in continuing to work with the program for a number of years. We are excited to welcome Autumn as the Assistant Girls Basketball Coach.

A motion to approve Autumn Rass as the Assistant Girls Basketball Coach is recommended.

6. Approve Teacher Associate(s)

- a. **Kadince Will** - Special Education Teacher Associate: Principal Katie Smullen and Director of Special Education and Pupil Services Lindsay Ferry are pleased to recommend Kadince Will for the special education teaching associate position at Sunrise Elementary. Kadince is a Sturgeon Bay graduate. Kadince worked at Sunrise previously in this role and did a great job; we are excited that circumstances in her life changed to allow her to return.

A motion to approve Kadince Will as a Special Education Teaching Associate at Sunrise, effective immediately, is recommended.

7. Approve 2025-2026 School Year Calendar

In recent years we have worked off a timeline that strives to approve the next year's school calendar in November so that parents have plenty of time to make the various vacation and family plans for the following school year.

In the October learning session, we discussed preferences utilizing a couple of calendar drafts plus some additional feedback I gathered from teachers at each building to help us zero in on a preferred approach for next school year. The way that various requests, items from past calendars and this year's calendar, and the actual calendar fall for next year, a majority of people preferred what was labeled as calendar draft A, with at least one individual also being open to draft B (which is the same as draft A with the exception of a long weekend for both families and staff in late October). Calendar draft A in the meeting packet reflects the following as a summary:

- The first day of classes would be Tuesday, September 2, 2025.
- Winter Break would be 12 days long running from the end of the school day on December 23 to Sunday, January 4. Classes would restart on Monday, January 5, 2026.
- Spring Break would be from the end of a half day of school on March 27 to April 5. Classes would restart on Monday, April 6.
- The last day of classes would be scheduled for Friday, June 5, pending any make-up days due to multiple snow/cold/ice days.
- 180 days of school are reflected in draft A. (Draft B would have 179 days of school with an additional day of teacher in-service in August.)

- As requested a couple of years ago, we're continuing with a "new color" an note in two places on the calendar to try to assist elementary families on the day in fall (October 23, 2025) and spring (February 26, 2026) when we have a full day of school for grades 6-12, but a half day of school Pk-grade 5 due to P/T conferences in the afternoon during what would normally be school time.

Note: After school or evening P/T conference sessions are a different situation and will be communicated directly by the school to families rather than added to the master school calendar.

A motion to approve a calendar for the 2025-2026 school year is recommended.

8. NEOLA Technical Corrections (single reading)

- Policy 0100** This technical correction incorporates a more complete legal citation in the definition of "Local Public Office Holder or Official." Recommended for comprehensive definition.
- Policy 0143.1 - Public Expression of Board Members** This technical correction updates the title of a cross-referenced policy. Recommended for internal consistency.
- Policy 0152 - Officers** This technical correction provides greater clarity as to the election of officers. Recommended but not required.
- Policy 2221 - Special Observance Days** The policy is updated to reflect the source of the required observance days pursuant to State law. Adoption is recommended.
- Policy 2270 - Religion in the Curriculum** This policy is revised to update references to a guideline. The requirements relative to compliance with the subject matter of this policy requires case-by-case evaluation and is subject to regularly shifting legal considerations. For this reason, development of a guideline may inadvertently implement an inaccurate analytical framework.
- Policy 3112/Policy 4112 - Board-Staff Communications** This technical correction updates the title of a cross-referenced policy. Recommended for internal consistency.
- Policy 3213/Policy 4213 - Student Supervision and Welfare** These policies are updated to reference policies that provide more detail concerning the subject matter and better assist with consistent policy application. Adoption of this update is recommended.
- Policy 3216/Policy 4216 - Staff Dress and Appearance** This technical correction replaces the term "grooming" with "appearance" to avoid confusion with inappropriate grooming conduct. Recommended for greater clarity.
- Policy 3231/Policy 4231 - Outside Activities of Staff** This technical correction updates the title of a cross-referenced policy. Recommended for internal consistency.
- Policy 4440 - Job-Related Expenses** This revision includes an expense authorization requirement to be consistent with the policy for professional staff. Recommended for internal consistency.
- Policy 5605 - Suspension/Expulsion of Students with Disabilities** This policy is updated to clarify language and to provide an optional reference to an administrative guideline for Districts that have one.

1. **Policy 8390 - Animals on District Property** This policy is revised to correct a policy cross reference due to the renumbering of the referenced policy.

9. Reports

10. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, October 23, 2024

President Stephani called the budget review meeting to order at 5:31 PM in the high school library. Present: Spritka, Schulz, Howard, Kruse, Stephani, Jennerjohn, Chisholm, Haus, Meyer, Howard. Also present were: Superintendent Tjernagel, J. Holtz & A DeMeuse

Motion: Haus/Meyer to adopt the agenda as presented. Motion carried unanimously.

OPERATIONS

1. Budget review & discussion

Business Manager Holtz summarized the proposed 2024-2025 budget and levy adoption information. A motion to accept the budget will be entertained at the regular board meeting to follow.

2. **Motion: Chisholm/Jennerjohn to adjourn at 5:58 PM. Motion carried unanimously.**

President Stephani called the regular meeting to order at 6:00 PM in the high school library. Present: Spritka, Schulz, Howard, Kruse, Stephani, Jennerjohn, Chisholm, Haus, Meyer, Howard. Also present were: Superintendent Tjernagel, K Nerby, L Ferry, M. Smullen, K. Smullen, K DeVillers, J Paye-Weber, J. Holtz, & A. DeMeuse. The Pledge of Allegiance was recited.

Motion: Jennerjohn/Haws to adopt the agenda as presented. Motion carried unanimously.

STUDENT COUNCIL REPORT President Jimenez-Seyfer gave presentation on Homecoming activities. \$450 raised and donated to Habitat for Humanity as well as fifty canned food items donated to Clothe and Feed My People. Variety show is scheduled for Dec. 20, 2024.

PUBLIC COMMENT SECTION: (as noted in Board Policy 0167.3 Public Comment at Board Meetings): None.

RECOGNITION: The Playground Fundraising Group was to be recognized. Due to Parent-Teacher conferences some were unable to attend, and they instead will come to the December meeting and be recognized at that time.

PUBLIC HEARING ON 2024-2025 SCHOOL DISTRICT BUDGET: As a unified school district, we do not have an annual meeting as common or union school districts do. Instead, we incorporate the opportunity for members of the public to talk about the budget into a hearing as part of our board meeting when the budget and tax levy are approved. This is separate from the Public Comment period when members of the public are welcome to address the Board as well. No public comments.

CONSENT AGENDA:

1. Approve Meeting Minutes

- a. September 18, 2024, Regular Board of Education Meeting
- b. October 2, 2024, Board Learning Session

2. Approve September Bills

3. Approve grants and donations:

- Clipper Nation Recognition Program
 - \$350 - Baileys Harbor Fish Company
 - \$100 - JP Express

- \$100- Ahlswede Inc
 - \$100 - Rass Excavating & Materials
 - \$100 - Sturgeon Bay Utilities
 - \$77 Shawn Wautier ID/Autism program
 - \$115 Shawn Wautier Sunrise ID/Autism program
 - \$77 Shawn Wautier for Sunrise ID/Autism program
 - \$625 United Way for HS Project 180
 - \$70 North Shore Bank for Cheri VandenBogart classroom
 - \$22.40 Chuck Schommer for Clipper Clays
 - \$450 Lawrie Family (in memory of Bill Lawrie) for Clipper Clays
 - \$747 Sturgeon Bay PTO for third grade NEW Zoo field trip
 - \$211 SB PTO for first grade field trip
 - \$200,000 Anonymous Estate Gift for T.J. Walker for low-income family meal assistance
 - \$250 Fincantieri Marine Group for HS Tech
 - \$250 family of Deanna Vanden Langenberg books for Sawyer School
 - Playground Donations
 - \$250 family of Deanna Vanden Langenberg
 - Raibrook granted funds to the Vex Robotics Equipment Expansion request from S Hockers
4. Approve Resignations & Retirements – Kadince Will is resigning from her TA position at Sunrise. Hillary Jensen is resigning from her TA position at Sawyer.

Motion: Chisholm/Haws to approve the consent agenda items as presented. Motion carried unanimously.

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any): None.
2. **Motion Jennerjohn/Haws to approve the budget as presented including a \$744,460 increase (6.96%) to the levy as compared to last year, a Fund 39 Levy of \$651,275 and a Fund 41 levy of \$50,000 (this would equate to a Mil Rate of \$7.38). Motion carried unanimously.**
3. **Motion Jennerjohn/Haws to approve the tax levy as presented in the Budget Adoption document for a General Fund Levy of \$10,734,406 and a Fund 39 Referendum Debt levy of \$651,275 and a Fund 41 Capital Expansion Fund levy of \$50,000 for a total levy of \$11,435,681. Motion carried unanimously.**
4. Approve Teacher Associates
 - a. **Motion Kruse/Meyer to approve Adeline Kirk as a Special Education Teacher Associate. Motion carried unanimously.**
 - b. **Motion Spritka/Schulz to approve Abby Struck as a Special Education Teacher Associate. Motion carried with Jennerjohn abstaining.**
 - c. **Motion Haws/Meyer to approve Rosa Rodriguez as a Special Education Teacher Associate. Motion carried unanimously.**
 - d. **Motion Kruse/Jennerjohn to approve Jennifer Kucera as a Special Education Teacher Associate. Motion carried unanimously.**
 - e. **Motion Haws/Spritka to approve Honey Magolan as a Special Education Teacher Associate. Motion carried unanimously.**

5. Approve Middle School Coaches
 - a. **Motion Chisholm/Jennerjohn to approve Corey Ash as the 8th Grade Boys' Basketball Coach. Motion carried unanimously.**
 - b. **Motion Kruse/Meyer to approve Rachel Miller as the 8th Grade Girls' Basketball Coach. Motion carried unanimously.**
6. 2025-26 School Year Calendar Update. Optional calendars reviewed. Dialogue followed. Information only at this time. Action will be taken at the November meeting.
7. NEOLA Board Policy Updates Technical Corrections (review one time)
 - a. Policy 0171.4 - Treasurer
 - b. Policy 1211/Policy 3211/Policy 4211 - Whistleblower Protection
 - c. Policy 2210 - Curriculum Development
 - d. Policy 2230 - Curriculum Course Guides
 - e. Policy 2370 - Educational Options Provided by the District
 - f. Policy 5461 - Children At-Risk of Not Graduating From High School
 - g. Policy 8442 - Reporting Accidents
8. NEOLA Board Policy Updates Regular (review two times)
 - a. Policy 0100 - Definitions (Revised)
 - b. Policy 0122 - Board Powers (Revised)
 - c. Policy 0144.3 - Conflict of Interest (Revised)
 - d. Policy 0171.3 - Clerk (Revised)
 - e. Policy 2250 - Innovative and Pilot Programs (Revised)
 - f. Policy 2413 - Health Education (Revised)
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 - u. Policy 9130 - Public Requests, Suggestions, or Complaints (Revised)
 - v. Policy 9140 - Citizens' Advisory Committees (Revised)
 - w. Policy 5410 – Promotion, Placement, and Retention
9. Reports:
 - a. Legislative – None.
 - b. CESA – none
 - c. Committee/Seminars – Commissioner Stephani gave an updated on TIF/TID meeting he was at with the city. Commissioner Haws alerted the board to the Door County Childcare summit on Tuesday.
 - d. Administrative Reports presented.
 - e. Superintendent's Report presented.

10. Motion: Haws/Kruse to adjourn at 7:51 PM. Motion carried unanimously.

Respectfully submitted by,
Ann DeMeuse
Board Recording Secretary

Date: _____

President's Signature: _____

Clerk's Signature: _____

Recordings of the Board meetings can be located at: <https://www.sturbay.k12.wi.us/district/board-of-education>

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
08/01/2024	104641 R	14,200.80 10 E 800 411 221200 000	95 PERCENT GROUP LLC 95% Group Phonics materials for elementary grades for the 24.25 school year
08/01/2024	104642 R	351.00 10 E 800 449 214000 000	ADVANCED FIRST AID I AED Replacement pads/b
08/01/2024	242500054 A	1,566.00 10 E 800 411 221200 000	AMPLIFY EDUCATION IN Amplify CKLA 2nd Ed G3 & G4 Teacher print set
08/01/2024	104643 R	186.25 10 E 800 355 263300 000	AT&T Acct # 920743549307 Monthly Billing June 20 - July 19th
08/01/2024	242500055 A	1,935.10 10 E 800 411 253000 000	BELSON CO Maintenance supplies
08/01/2024	104644 R	1,097.80 10 E 800 480 221500 000	BLOOMZ INC Subscription 10/13/24-10/12/25
08/01/2024	104644 R	1,247.50 10 E 800 480 221500 000	BLOOMZ INC Subscription 9/1/24 - 8/31/24
08/01/2024	242500056 A	174.00 21 E 400 449 162216 000	BSN SPORTS REMIT HS Boys soccer net
08/01/2024	104645 R	677.10 10 E 200 310 126000 000	CAPITAL MICROSCOPE S MS Microscope servicing
08/01/2024	104645 R	522.25 10 E 200 310 126000 000	CAPITAL MICROSCOPE S HS Microscope servicing
08/01/2024	104646 R	991.14 10 E 800 355 263300 000	CELLCOM WISCONSIN RS Acct # 003-00319495 Monthly charges
08/01/2024	104647 R	2,675.00 10 E 800 480 162000 000	CMC NEPTUNE LLC Neptune game time
08/01/2024	104649 R	302.58 10 E 800 324 253000 000	CONGER INDUSTRIES IN Maintenance / WO-313136 / Model KCPH01A15PV
08/01/2024	104649 R	282.66 10 E 800 324 253000 000	CONGER INDUSTRIES IN Maintenance / WO-313144 / Model- GS-2632
08/01/2024	104649 R	154.44 10 E 800 324 253000 000	CONGER INDUSTRIES IN Maintenance / WO 321915 / Model 40GPW-4-14
08/01/2024	104649 R	231.66 10 E 800 324 253000 000	CONGER INDUSTRIES IN Maintenance/ WO 309636 / Model PLC - 24PLC
08/01/2024	104649 R	231.66 10 E 800 324 253000 000	CONGER INDUSTRIES IN Maintenance / WO 309635 / Model 220TMII
08/01/2024	104650 R	115.27 10 E 800 449 214000 000	DOOR COUNTY MEDICAL AED replacement pads
08/01/2024	104651 R	250.00 10 E 800 310 239100 000	DOOR COUNTY YMCA Monthly memberships
08/01/2024	104651 R	480.00 10 E 800 310 239100 000	DOOR COUNTY YMCA Monthly Memberships
08/01/2024	104652 R	200.00 10 E 800 310 162000 000	EASTERN WISCONSIN CO Boy's swimming fees
08/01/2024	104653 R	300.00 50 E 800 324 257220 000	EDUCATIONAL BIOMETRI 12 months of support agreement/building served advanced to 7/15/24
08/01/2024	242500057 A	964.14 10 E 800 411 221200 000	EPS OPERATIONS LLC Sounds Sensible (Foundations) Kit 3rd Edition
08/01/2024	242500058 A	1,840.00 10 E 800 480 221500 000	EXPLORELEARNING, LLC EXTEACH+/Gizmos Teacher Plus Students License
08/01/2024	104654 R	500.00 10 E 800 480 162000 000	GIPPER MEDIA INC Athletic media marketing
08/01/2024	104655 R	1,276.66 10 E 800 411 253000 000	HALLMAN LINDSAY QUAL Painting supplies
08/01/2024	104656 R	3,631.50 10 E 800 420 239000 000	IMAGE INNOVATORS Sunrise Apparel
08/01/2024	242500059 A	2,325.00 10 E 800 480 295000 000	IMAGINE LEARNING LLC Edgenuity Enrollment
08/01/2024	242500060 A	1,616.36 10 E 800 432 222200 031	JUNIOR LIBRARY GUILD Membership
08/01/2024	242500060 A	1,855.82 10 E 800 432 222200 031	JUNIOR LIBRARY GUILD JLG Subscriptions 24-25
08/01/2024	242500060 A	1,875.02 10 E 800 432 222200 031	JUNIOR LIBRARY GUILD JLG Subscriptions 24-25
08/01/2024	242500060 A	1,754.58 10 E 800 432 222200 031	JUNIOR LIBRARY GUILD JLG Subscriptions 24-25
08/01/2024	242500061 A	53.36 10 E 800 310 256270 000	KOBUSSEN BUSES LTD June summer school
08/01/2024	242500061 A	2,199.92 10 E 100 310 110100 000	KOBUSSEN BUSES LTD June summer school
08/01/2024	242500061 A	1,309.20 10 E 800 310 256210 000	KOBUSSEN BUSES LTD July summer school
08/01/2024	104657 R	1,420.00 21 E 400 411 162124 000	KWIK TRIP HS Girls Swim Team Fundraiser
08/01/2024	104658 R	6,196.62 10 E 800 411 221200 000	LEARNING WITHOUT TEA Learning without Tears pre-k-k physical materials and teacher & student digital access
08/01/2024	242500062 A	9,560.00 10 E 800 449 221500 000	LEXIA LEARNING SYSTE Lexia- program licenses to

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	DESCRIPTION
08/01/2024	242500063 A	136.12 10 E 100 411 110100 000	support literacy program (elementary level)
08/01/2024	242500063 A	21.78 10 E 100 411 110100 000	7/18/2024 Summer school Book Lovers art supplies and cooking ingredients.
08/01/2024	242500064 A	25.20 10 E 800 411 162000 000	7/20/2024 Summer school Book Lovers art supplies and cooking ingredients
08/01/2024	104659 R	25.19 10 E 120 411 110500 000	MEDCO SUPPLY COMPANY Athletic Training Supplies
08/01/2024	104660 R	3,300.00 10 E 800 480 162000 000	REALLY GOOD STUFF Supply Order--Really Good Stuff
08/01/2024	104661 R	82.35 10 E 800 434 222200 031	RSCHOOL TODAY Facilities scheduler - renewal
08/01/2024	242500065 A	71.49 10 E 140 411 126000 000	SCHOLASTIC MAGAZINES Scholastic Magazines
08/01/2024	104662 R	49,117.00 10 E 800 713 270000 000	SCHOOL SPECIALTY, LL 3rd Grade Science Supplies
08/01/2024	104663 R	92.40 10 E 800 411 253000 000	SFM Workers comp 8/2024 - 7/2025
08/01/2024	104664 R	25.24 10 E 800 353 263300 000	SHERWIN WILLIAMS Painting supplies
08/01/2024	242500066 A	376.25 10 E 800 411 221200 000	UNITED PARCEL SERVIC Shipper # 586902 Monthly parcel service
08/01/2024	242500067 A	425.00 27 E 800 941 223300 341	VENTRIS LEARNING LLC 5 UFLI Foundation teacher manual
08/01/2024	104665 R	195.00 10 E 800 310 264400 000	WCASS Membership renewal
08/01/2024	242500068 A	2,000.00 10 E 800 355 263300 000	WIS ASSOC OF SCHOOL WASSA Fall workshop - A. Demeuse
08/01/2024	242500069 A	-52.78 10 E 800 354 258000 000	WISCNET Annual membership fee
08/01/2024	242500069 A	681.49 10 E 800 354 258000 000	WISCONSIN DOCUMENT I Account # GB3909 - Contract # Y1757
08/08/2024	104669 R	1,397.00 21 E 400 411 162210 000	WISCONSIN DOCUMENT I Account # GB3909 - Contract #3239-02
08/08/2024	104669 R	1,397.00 21 E 400 411 162210 000	AIRBORNE ATHLETICS Flipsled FS-200 & accessory
08/08/2024	242500071 A	1,935.10 10 E 800 411 253000 000	AIRBORNE ATHLETICS Flipsled FS-200 & accessory
08/08/2024	242500072 A	2,200.00 21 E 400 411 162210 000	BELSON CO Maintenance supplies
08/08/2024	242500072 A	302.50 10 E 800 411 162000 000	BSN SPORTS REMIT Oversize All-Purpose Bag- 36x16x16
08/08/2024	242500072 A	991.92 10 E 800 411 162000 000	BSN SPORTS REMIT Football Belts
08/08/2024	242500072 A	260.00 10 E 800 411 162000 000	BSN SPORTS REMIT GST Game football NCAA
08/08/2024	104670 R	698.00 10 E 800 310 231500 000	BSN SPORTS REMIT Resistance bands
08/08/2024	104671 R	22.93 10 E 120 411 126000 000	BUELOW VETTER BUIKEM July legal services acct # 3101.00099
08/08/2024	104672 R	450.00 27 E 800 386 221300 341	CAROLINA BIOLOGICAL Sawyer Science Supplies
08/08/2024	104672 R	1,499.00 27 E 800 386 221300 341	CESA 7 Title IX Compliance Event
08/08/2024	242500073 A	103.28 10 E 100 411 110100 000	CESA 7 ACT 20 administrator training for L Ferry
08/08/2024	242500073 A	56.55 10 E 100 411 110100 000	CORNELL, MOLLY 6/17/2024-6/27/2024 Edible Chemistry Summer School Supplies
08/08/2024	242500073 A	76.91 10 E 100 411 110100 000	CORNELL, MOLLY 6/17/2024-6/27/2024 Edible Chemistry Summer School Supplies
08/08/2024	242500073 A	23.38 10 E 100 411 110100 000	CORNELL, MOLLY 6/17/2024-6/27/2024 Edible Chemistry Summer School Supplies
08/08/2024	242500073 A	56.55 10 E 100 411 110100 000	CORNELL, MOLLY 6/17/2024-6/27/2024 Edible

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08/08/2024	242500073 A	46.17	10 E 100 411 110100 000	CORNELL, MOLLY	Chemistry Summer School Supplies 6/17/2024-6/27/2024 Edible Chemistry Summer School Supplies
08/08/2024	104673 R	205.61	10 E 800 411 253000 000	DOOR COUNTY HARDWARE	Account# 96718- JULY 2024 CHARGES
08/08/2024	104674 R	1,709.38	10 E 400 411 125500 000	DEJARDIN CLEANERS	HS Band uniform cleaning summer 2024
08/08/2024	242500074 A	831.60	10 E 800 310 239000 000	ERC INC	July EAP monthly services
08/08/2024	242500075 A	2,236.45	21 E 400 411 162226 000	FLS BANNERS	Soccer apparel
08/08/2024	242500081 A	7,200.00	10 E 800 310 231700 000	FOSTER & FOSTER INC	Prep for Actuarial Valuation and GASB 73 & 75 disclosures for fiscal year ending 6/30/2024
08/08/2024	242500076 A	76.79	10 E 120 411 111000 000	GORDON, BRINLEY	6/27/2024-8/1/2024 Classroom Supplies
08/08/2024	104675 R	861.75	10 E 800 411 253000 000	HALLMAN LINDSAY QUAL	Painting Supplies
08/08/2024	242500077 A	13,000.00	10 E 800 480 162000 000	HUDL	Hudl AD package - 1 indoor 1 outdoor
08/08/2024	242500078 A	35.97	10 E 200 450 125500 000	INSTRUMENTAL MUSIC C	Summer Band Resale
08/08/2024	104680 R	13,000.00	10 E 800 310 231700 000	KERBERROSE S.C.	Audit of the year and federal single audit
08/08/2024	242500079 A	675.00	10 E 800 310 264400 000	MARCIA BRENNER & ASS	MBA Academy fall conference A. Lautenbach
08/08/2024	104676 R	2,022.45	10 E 800 411 162000 000	RIDDELL/ALL AMERICAN	Football helmets
08/08/2024	104677 R	113.85	10 E 120 411 110400 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	105.42	10 E 120 411 110500 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	65.89	10 E 120 411 111000 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	113.85	10 E 120 411 110400 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	113.85	10 E 120 411 110400 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	105.42	10 E 120 411 110500 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	105.42	10 E 120 411 110500 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	105.42	10 E 120 411 110500 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	65.89	10 E 120 411 111000 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	119.79	10 E 120 411 111000 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	105.42	10 E 120 411 110500 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104677 R	113.85	10 E 120 411 110400 000	SCHOLASTIC MAGAZINES	Scholastic magazines
08/08/2024	104678 R	50.00	10 E 800 310 239000 000	SPUDE, JENNIFER	memorial gift
08/08/2024	104679 R	2,178.00	10 E 800 411 221200 000	THE COMPREHENSIBLE C	Spanish curriculum
08/08/2024	242500080 A	1,757.80	10 E 400 411 120000 000	VOYAGER SOPRIS LEARN	Rewards SEC customer # 6535315
08/12/2024	104682 R	263.63	98 L 000 000 811680 000	MESSERLI & KRAMER PA	Case No. 11CV142; File #12-02077
08/15/2024	104685 R	5,775.00	10 E 800 411 221500 000	95 PERCENT GROUP LLC	Top Ten Tools digital access for Summer Literacy Academy 2024 (includes all SBSB participants and St. John Bosco staff x2)
08/15/2024	242500082 A	243.80	10 E 800 411 253000 000	ALGOMA LUMBER COMPAN	Woodchips for Playground
08/15/2024	242500083 A	4,370.00	80 E 800 411 239160 000	BSN SPORTS REMIT	Middle School BB/VB
08/15/2024	104686 R	994.74	10 E 800 355 263300 000	CELLCOM WISCONSIN RS	ACCT # 003 - 00319495
08/15/2024	104688 R	6,307.50	10 E 400 470 126000 000	CENGAGE REMIT	HS Science curriculum physical materials and online access for a period of 6 years starting with the 24-25 school year

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DATE	NUMBER TYP	AMOUNT NUMBER	DESCRIPTION
08/15/2024	104688 R	62.75 10 E 400 470 126000 000	CENGAGE REMIT National Geographic
08/15/2024	104688 R	63,552.38 10 E 400 470 126000 000	CENGAGE REMIT HS Science curriculum physical materials and online access for a period of 6 years starting with the 24-25 school year
08/15/2024	104689 R	750.00 10 E 800 310 162000 000	CHERRY HILL LODGE/GO Golf team access fees
08/15/2024	104690 R	200.00 10 E 800 310 162000 000	ELLENBECKER, TOM 2024 - 2025 Peninsula conference Middle school
08/15/2024	104691 R	42.00 10 E 800 339 253300 000	GFL ENVIRONMENTAL Waste disposal fee
08/15/2024	242500084 A	3,391.84 10 E 800 411 221200 000	HOUGHTON MIFFLIN Math Expressions workbooks and digital access for grades k-5 for the 2024-2025 school year
08/15/2024	104692 R	1,688.23 10 E 800 324 253000 000	JOHNSON CONTROLS Fire alarm maintenance-middle/high
08/15/2024	104692 R	667.86 10 E 800 324 253000 000	JOHNSON CONTROLS Fire alarm maintenance
08/15/2024	104692 R	629.49 10 E 800 324 253000 000	JOHNSON CONTROLS Fire alarm maintenance - Sawyer
08/15/2024	104693 R	235.11 10 E 400 411 136360 000	MC MASTER-CARR SUPPL Shop Supplies
08/15/2024	242500085 A	795.00 10 E 800 310 231500 000	NEOLA INC Digital Maint 08/01/2024 - 07/31/2025
08/15/2024	242500086 A	6,000.00 10 E 800 480 221500 000	NO RED INK English Grammar Program
08/15/2024	104694 R	56.93 10 E 800 411 253000 000	O'REILLY AUTO PARTS Maintenance supplies
08/15/2024	104695 R	132.82 10 E 800 351 239000 000	PENINSULA PULSE July legal notices
08/15/2024	104696 R	75.00 10 E 800 480 162000 000	RSCHOOL TODAY Integration - Activity Scheduler
08/15/2024	242500087 A	302.21 10 E 800 355 263300 000	SPECTRUM BUSINESS ACCT # 171231301 Monthly charges
08/15/2024	242500088 A	51.07 10 E 800 331 253300 000	SYMMETRY ENERGY SOLU Customer ID 34642 Natural gas billing
08/15/2024	242500089 A	2,089.62 10 E 800 354 258000 000	US BANK Monthly copier lease charges
08/15/2024	242500090 A	4,725.90 10 E 800 480 221500 000	VOYAGER SOPRIS LEARN MS Language Live Teacher & Student Licenses
08/15/2024	104697 R	177.69 10 E 200 411 126000 000	WARDS NATURAL SCIENC 7th grade science supplies
08/15/2024	242500091 A	12,836.17 10 E 800 360 222200 031	WILS - WIS LIBRARY S Database Subscriptions 24-25
08/15/2024	242500092 A	60.00 10 E 800 310 239000 000	WIS DRUG TESTING & C Background checks
08/15/2024	242500093 A	1,334.64 10 E 800 354 258000 000	WISCONSIN DOCUMENT I ACCT # GB3909 Contract # 3239-02
08/22/2024	104698 R	2,625.00 10 E 800 411 221500 000	95 PERCENT GROUP LLC Additional Top Ten Tools seats (will eventually invoice St. John Bosco)
08/22/2024	104699 R	100.00 10 E 800 310 162000 000	BERKOVITZ, PAUL Varsity Football Scrimmage (Official)
08/22/2024	242500094 A	1,123.50 10 E 800 411 162000 000	BSN SPORTS REMIT volleyball jerseys
08/22/2024	104700 R	4,955.31 10 E 800 386 221200 000	CESA 8 1st quarter service billing
08/22/2024	104701 R	601.67 10 E 800 348 254500 000	DOOR COUNTY TREASURE July fuel charges
08/22/2024	104702 R	65.00 10 E 800 310 162000 000	DOOR COUNTY MEDICAL CPR Training
08/22/2024	104702 R	1,349.04 10 E 800 310 214000 000	DOOR COUNTY MEDICAL Nursing Services - July 2024
08/22/2024	242500095 A	73.70 10 E 800 342 162000 000	DUPUIS, JONATHAN 8/14/2024 Packerland AD Meeting
08/22/2024	242500095 A	125.00 10 E 800 941 239000 000	DUPUIS, JONATHAN 8/15/2024 Issuance of Provisional License
08/22/2024	242500096 A	2,585.70 10 E 800 411 221500 000	HOUGHTON MIFFLIN Math expressions CCSS K-5
08/22/2024	242500097 A	100.00 10 E 800 310 162000 000	KLAUBAUF, ANTHONY Varsity football scrimmage - official

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DATE	NUMBER TYP	AMOUNT NUMBER	DESCRIPTION
08/22/2024	242500098 A	100.00 10 E 800 310 162000 000	KOSS, KELLY Varsity Football Scrimmage (Official)
08/22/2024	242500099 A	345.95 27 E 800 310 223300 019	KYLES CONSULTING LLC Contracted SBS/MAC monthly service fee July 2024
08/22/2024	242500100 A	65.66 27 E 800 342 158100 341	PICHETTE, LINNEA 8/16/2024 mileage
08/22/2024	242500101 A	-1,438.76 10 E 800 411 239000 000	SCHOOL SPECIALTY, LL Locked Cabinets DCAP Paid for by County grant
08/22/2024	242500101 A	4,316.30 10 E 800 411 239000 000	SCHOOL SPECIALTY, LL Storage cabinet
08/22/2024	104703 R	23.00 27 E 120 411 158109 341	TEACHERS PAY TEACHER Visual recipes bundle for speech therapy, spec ed, & Life skills
08/22/2024	242500102 A	100.00 10 E 800 310 162000 000	TEWS, RANDY Varsity Football Scrimmage - Official
08/22/2024	104704 R	17.45 10 E 800 353 263300 000	UNITED PARCEL SERVIC Shipper # 586902 Monthly parcel service
08/22/2024	242500103 A	100.00 10 E 800 310 162000 000	WERY, MICHAEL Varsity Football Scrimmage - Official
08/28/2024	104711 R	3,770.35 98 L 000 000 811634 000	MADISON NATIONAL LIF Group Life Ins. - Policy # 1151 - Sept. Coverage
08/28/2024	104712 R	2,489.65 98 L 000 000 811635 000	MADISON NATIONAL LIF LTD & STD - Policy #14185 & #14196 - Sept. Coverage
08/28/2024	104712 R	1,125.80 98 L 000 000 811639 000	MADISON NATIONAL LIF LTD & STD - Policy #14185 & #14196 - Sept. Coverage
08/28/2024	104713 R	457.94 98 L 000 000 811637 000	MADISON NATIONAL LIF Voluntary Life Ins. - 24 Pay - Policy #4521 - Sept. Coverage
08/28/2024	104714 R	255.43 98 L 000 000 811680 000	MESSERLI & KRAMER PA Case No. 11CV142; File #12-02077
08/28/2024	104715 R	75.00 98 L 000 000 811660 000	SB LUNCH PROGRAM Payroll accrual
08/28/2024	104716 R	1,371.92 98 L 000 000 811647 000	SUPERIOR VISION INSU Policy #03928901 - Vision Insurance - September Coverage
08/28/2024	104717 R	57.00 98 L 000 000 811690 000	UNITED WAY Employee Donations
08/28/2024	104717 R	60.00 98 L 000 000 811690 000	UNITED WAY Employee Donations
08/29/2024	104718 R	200.00 10 E 800 411 239100 000	BAILEYS HARBOR FISH \$100 gift certificates
08/29/2024	242500105 A	144.72 10 E 200 342 264400 000	BARLAMENT, IVY 6/10/2024-8/22/2024 Mileage for picking up Seroogy Candy bars for DC Trip
08/29/2024	242500106 A	396.00 10 E 800 411 162000 000	BSN SPORTS REMIT Coach Jackets and LWO decor
08/29/2024	242500106 A	534.90 10 E 800 411 162000 000	BSN SPORTS REMIT Soccer Net and carry ball bag
08/29/2024	242500106 A	191.95 21 E 400 449 162216 000	BSN SPORTS REMIT Soccer Net and carry ball bag
08/29/2024	242500107 A	210.00 10 E 800 386 221300 000	CESA 7 The Power of Early Learning Mathematics conference registration fee K. Wachsmuth
08/29/2024	104719 R	65.00 10 E 800 310 162000 000	DOOR COUNTY MEDICAL CPR Training
08/29/2024	104720 R	250.00 10 E 800 310 239100 000	DOOR COUNTY YMCA Monthly memberships
08/29/2024	104720 R	480.00 10 E 800 310 239100 000	DOOR COUNTY YMCA Monthly memberships
08/29/2024	104721 R	279.24 50 E 800 324 257220 000	ECOLAB Pest control services
08/29/2024	104721 R	279.24 50 E 800 324 257220 000	ECOLAB Pest control
08/29/2024	242500108 A	318.75 10 E 800 411 162000 000	ELSMORE SWIM SHOP Swim screen cap & screen
08/29/2024	242500109 A	250.00 10 E 800 411 239100 000	EMERALD ACRES FARM L Employee wellness gift cards
08/29/2024	242500110 A	859.71 10 E 120 449 241000 000	FLS BANNERS Sawyer school apparel
08/29/2024	242500110 A	736.45 10 E 120 449 241000 000	FLS BANNERS sawyer t-shirts
08/29/2024	242500111 A	170.91 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Battle of the Books-HS
08/29/2024	242500112 A	3,141.98 50 E 800 324 257220 000	HPS LLC Annual Dues cust # 601395

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08/29/2024	104722 R	806.00 50 E 800 415 257220 549	JORNS SUGAR BUSH Maple syrup- Breakfast
08/29/2024	242500113 A	7.39 10 E 120 411 110500 000	KROLL, TAMMY 7/31/2024 Kindergarten Supplies from Amazon
08/29/2024	242500113 A	7.64 10 E 120 411 110000 000	KROLL, TAMMY 7/31/2024 Kindergarten Supplies from Amazon
08/29/2024	242500113 A	12.70 10 E 120 411 110500 000	KROLL, TAMMY 7/31/2024 Kindergarten Supplies from Amazon
08/29/2024	242500113 A	9.99 10 E 120 411 110500 000	KROLL, TAMMY 7/31/2024 Kindergarten Supplies from Amazon
08/29/2024	242500113 A	7.99 10 E 120 411 110000 000	KROLL, TAMMY 7/31/2024 Kindergarten Supplies from Amazon
08/29/2024	242500113 A	7.94 10 E 120 411 110500 000	KROLL, TAMMY 7/31/2024 Kindergarten Supplies from Amazon
08/29/2024	242500113 A	10.99 10 E 120 411 110000 000	KROLL, TAMMY 7/31/2024 Kindergarten Supplies from Amazon
08/29/2024	242500114 A	85.00 10 E 120 411 110500 000	LAKESHORE LEARNING M ACC MATH ACT CENTER - COMP SET
08/29/2024	104723 R	599.00 10 E 800 411 162000 000	MATBOSS, LLC MatBoss Videostats Subscription
08/29/2024	242500115 A	134.60 10 E 800 354 258000 000	METRO SALES INC Staples refill
08/29/2024	242500116 A	13,087.56 10 E 800 336 253300 000	STURGEON BAY UTILITI July 2024 utilities
08/29/2024	242500116 A	1,748.66 10 E 800 337 253300 000	STURGEON BAY UTILITI July 2024 utilities
08/29/2024	242500116 A	979.16 10 E 800 338 253300 000	STURGEON BAY UTILITI July 2024 utilities
08/29/2024	242500116 A	84.64 10 E 800 339 253300 000	STURGEON BAY UTILITI July 2024 utilities
08/29/2024	242500117 A	34.84 10 E 400 342 221300 000	STENZEL, SHELLEY 1/22/2024-6/5/2024 Mileage to Sunrise Elementary.
08/29/2024	242500117 A	183.89 10 E 800 411 171000 000	STENZEL, SHELLEY 1/22/2024-6/5/2024 Mileage to Sunrise Elementary.
08/29/2024	104724 R	399.00 10 E 400 411 123000 000	THE COMPREHENSIBLE C Curriculum materials for English for Spanish Speakers class.
08/29/2024	104725 R	250.00 10 E 800 411 239100 000	WASEDA FARMS COUNTRY Employee wellness gift cards
08/29/2024	104725 R	130.50 50 E 800 415 257220 549	WASEDA FARMS COUNTRY Breakfast- Organic Eggs
08/29/2024	242500118 A	375.00 27 E 800 941 223300 341	WCASS 2023 WCASS fall conference registration
08/29/2024	104726 R	25.70 10 E 400 411 241000 000	WOLTER ENGRAVING SER Mailbox magnet for Sawyer
08/29/2024	104726 R	6.00 10 E 400 411 241000 000	WOLTER ENGRAVING SER Engraved mail box and name plates
08/29/2024	104726 R	101.95 10 E 400 411 241000 000	WOLTER ENGRAVING SER Name plates and mail box tags
08/29/2024	104727 R	1,900.00 10 E 800 351 239000 000	WOODY'S SIGNS Van door logos
08/06/2024	202400202 W	390.51 10 E 800 324 253000 000	AIRGAS USA LLC Credit Card Payment AP Invoice.
08/06/2024	202400204 W	345.08 10 E 800 411 221300 000	AMAZON.COM Credit Card Payment AP Invoice.
08/06/2024	202400204 W	24.21 10 E 800 411 221200 000	AMAZON.COM Credit Card Payment AP Invoice.
08/06/2024	202400194 W	1,580.00 10 E 200 411 241000 000	BIGSIGNS.COM INC Credit Card Payment AP Invoice.
08/06/2024	202400207 W	-50.00 10 E 140 386 221300 000	CESA 7 Credit Card Payment AP Invoice.
08/06/2024	202400207 W	50.00 10 E 140 386 221300 000	CESA 7 Credit Card Payment AP Invoice.
08/06/2024	202400206 W	1,115.27 27 E 800 310 221300 341	CPI Credit Card Payment AP Invoice.
08/06/2024	202400206 W	1,309.23 27 E 800 310 221300 341	CPI Credit Card Payment AP Invoice.

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08/06/2024	202400191 W	722.23 10 E 800 411 162000 000	CROWN AWARDS Credit Card Payment AP Invoice.
08/06/2024	202400205 W	79.35 10 E 800 411 221200 000	GET REAL CAFE Credit Card Payment AP Invoice.
08/06/2024	202400203 W	1,961.76 10 E 800 339 253300 000	GFL ENVIRONMENTAL Credit Card Payment AP Invoice.
08/06/2024	202400197 W	401.81 10 E 800 411 253000 000	GOFER QUALITY AFTERM Credit Card Payment AP Invoice.
08/06/2024	202400197 W	-4.65 10 E 800 411 253000 000	GOFER QUALITY AFTERM Credit Card Payment AP Invoice.
08/06/2024	202400189 W	465.28 10 E 800 351 239000 000	INDEED, INC. Credit Card Payment AP Invoice.
08/06/2024	202400189 W	515.36 10 E 800 351 239000 000	INDEED, INC. Credit Card Payment AP Invoice.
08/06/2024	202400189 W	142.00 10 E 800 351 239000 000	INDEED, INC. Credit Card Payment AP Invoice.
08/06/2024	202400189 W	297.28 10 E 800 351 239000 000	INDEED, INC. Credit Card Payment AP Invoice.
08/06/2024	202400195 W	182.11 10 E 200 411 241000 000	JIMMY JOHN'S Credit Card Payment AP Invoice.
08/06/2024	202400195 W	161.70 27 E 800 411 158100 341	JIMMY JOHN'S Credit Card Payment AP Invoice.
08/06/2024	202400195 W	58.17 10 E 140 411 241000 000	JIMMY JOHN'S Credit Card Payment AP Invoice.
08/06/2024	202400199 W	-34.08 10 E 800 342 264400 000	KALAHARI RESORT Credit Card Payment AP Invoice.
08/06/2024	202400198 W	1,736.16 10 E 800 411 253000 000	MENARDS Credit Card Payment AP Invoice.
08/06/2024	202400193 W	9.95 10 E 800 355 263300 000	METROFAX Credit Card Payment AP Invoice.
08/06/2024	202400186 W	200.00 10 E 800 941 239000 000	ROTARY CLUB OF STURG Credit Card Payment AP Invoice.
08/06/2024	202400200 W	700.87 10 E 120 472 110000 000	SCHOLASTIC STORE ONL Credit Card Payment AP Invoice.
08/06/2024	202400200 W	461.07 10 E 120 472 110000 000	SCHOLASTIC STORE ONL Credit Card Payment AP Invoice.
08/06/2024	202400190 W	99.00 10 E 800 411 252100 000	SMORE Credit Card Payment AP Invoice.
08/06/2024	202400190 W	179.00 10 E 200 411 241000 000	SMORE Credit Card Payment AP Invoice.
08/06/2024	202400190 W	179.00 10 E 400 449 241000 000	SMORE Credit Card Payment AP Invoice.
08/06/2024	202400188 W	24.92 10 E 140 411 222200 000	US BANK Credit Card Payment AP Invoice.
08/06/2024	202400188 W	42.89 10 E 200 411 241000 000	US BANK Credit Card Payment AP Invoice.
08/06/2024	202400188 W	24.13 10 E 800 411 253000 000	US BANK Credit Card Payment AP Invoice.
08/06/2024	202400188 W	-28.97 10 E 800 411 253000 000	US BANK Credit Card Payment AP Invoice.
08/06/2024	202400188 W	146.65 10 E 800 411 253000 000	US BANK Credit Card Payment AP Invoice.
08/06/2024	202400188 W	236.15 10 E 800 411 253000 000	US BANK Credit Card Payment AP Invoice.
08/06/2024	202400188 W	47.00 10 E 120 411 122000 000	US BANK Credit Card Payment AP Invoice.

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08/06/2024	202400188 W	24.58 27 E 800 342 158100 341	US BANK Credit Card Payment AP Invoice.
08/06/2024	202400188 W	25.44 27 E 800 342 158100 341	US BANK Credit Card Payment AP Invoice.
08/06/2024	202400188 W	23.26 27 E 800 342 158100 341	US BANK Credit Card Payment AP Invoice.
08/06/2024	202400201 W	1,777.50 10 E 800 355 263300 000	US CELLULAR Credit Card Payment AP Invoice.
08/06/2024	202400187 W	39.91 10 E 400 411 222200 000	WALMART Credit Card Payment AP Invoice.
08/06/2024	202400187 W	53.83 10 E 120 415 110400 000	WALMART Credit Card Payment AP Invoice.
08/06/2024	202400187 W	183.84 10 E 800 449 162000 000	WALMART Credit Card Payment AP Invoice.
08/06/2024	202400192 W	275.00 10 E 800 941 239000 000	WASBO FOUNDATION Credit Card Payment AP Invoice.
08/06/2024	202400196 W	938.00 10 E 800 411 171000 000	WCEPS Credit Card Payment AP Invoice.
08/14/2024	202400113 W	540.87 98 L 000 000 811675 000	WEA MEMBER BENEFITS TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
08/14/2024	202400111 W	110.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth IRA
08/14/2024	202400111 W	317.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth TSA
08/14/2024	202400111 W	425.00 98 L 000 000 811676 000	WEA TRUST ADVANTAGE WEA Tax Sheltered Annuity
08/14/2024	202400112 W	170.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
08/14/2024	202400112 W	25.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Roth Employee Contributions
08/21/2024	202400116 W	35.48 10 E 100 411 110100 000	AMAZON.COM Summer School Storage - for AN
08/21/2024	202400117 W	5.19 10 E 120 411 112000 000	AMAZON.COM Second Grade School various supplies, paper, drink holders, pouches, construction paper
08/21/2024	202400118 W	5.19 10 E 120 411 112000 000	AMAZON.COM Second Grade School various supplies, paper, drink holders, pouches, construction paper
08/21/2024	202400119 W	10.21 10 E 120 411 112000 000	AMAZON.COM Second Grade School various supplies, paper, drink holders, pouches, construction paper
08/21/2024	202400120 W	12.77 10 E 120 411 112000 000	AMAZON.COM Second Grade School various supplies, paper, drink holders, pouches, construction paper
08/21/2024	202400121 W	20.14 10 E 120 411 112000 000	AMAZON.COM Second Grade School various supplies, paper, drink holders, pouches, construction paper
08/21/2024	202400122 W	121.96 10 E 120 411 112000 000	AMAZON.COM Second Grade School various supplies, paper, drink holders, pouches, construction paper
08/21/2024	202400123 W	4.97 10 E 120 411 112000 000	AMAZON.COM Second Grade School various supplies, paper, drink holders, pouches,

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	DESCRIPTION
08/21/2024	202400124 W	43.94 10 E 120 411 112000 000	AMAZON.COM construction paper Second Grade School various supplies, paper, drink holders, pouches, construction paper
08/21/2024	202400125 W	19.88 10 E 800 411 253000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	12.09 10 E 800 411 253000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	27.40 10 E 800 411 253000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	28.39 10 E 800 480 295000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	699.00 10 E 800 480 295000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	195.98 10 E 400 449 241000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	53.36 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	98.00 10 E 800 480 295000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	50.97 10 E 800 480 295000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	184.60 10 E 800 480 295000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	559.98 10 E 800 480 295000 000	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	6.26 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	7.77 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	8.58 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	4.42 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	18.76 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	17.88 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	17.97 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	13.99 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	26.24 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	12.98 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	17.10 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	18.82 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	14.99 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	9.49 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	14.06 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	8.64 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	28.05 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	11.28 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	10.19 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	41.02 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	5.98 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	9.48 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	19.48 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	23.80 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400125 W	13.47 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
08/21/2024	202400126 W	68.31 10 E 120 449 241000 000	AMAZON.COM Safety Supplies-door gurds
08/21/2024	202400127 W	21.82 10 E 120 411 124000 000	AMAZON.COM supplies
08/21/2024	202400128 W	39.99 10 E 120 411 124000 000	AMAZON.COM supplies
08/21/2024	202400129 W	8.99 10 E 120 411 110500 000	AMAZON.COM Supply Order 2--Amazon
08/21/2024	202400130 W	23.99 10 E 120 411 110500 000	AMAZON.COM Supply Order 2--Amazon
08/21/2024	202400131 W	19.99 10 E 120 411 110500 000	AMAZON.COM Supply Order 2--Amazon
08/21/2024	202400132 W	23.29 10 E 120 411 110500 000	AMAZON.COM Supply Order 2--Amazon
08/21/2024	202400133 W	36.99 10 E 120 411 110500 000	AMAZON.COM Supply Order--Amazon
08/21/2024	202400134 W	11.59 10 E 120 411 110500 000	AMAZON.COM Supply Order--Amazon
08/21/2024	202400135 W	17.96 10 E 120 411 110500 000	AMAZON.COM Supply Order--Amazon
08/21/2024	202400136 W	25.68 10 E 120 411 110500 000	AMAZON.COM Supply Order--Amazon
08/21/2024	202400137 W	16.95 10 E 120 411 110500 000	AMAZON.COM Supply Order--Amazon
08/21/2024	202400138 W	24.25 10 E 120 411 110500 000	AMAZON.COM Supply Order--Amazon
08/21/2024	202400139 W	8.04 10 E 120 472 110000 000	AMAZON.COM Safe Harbor consumable supplies

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DATE	NUMBER	TYP	AMOUNT	NUMBER				VENDOR	DESCRIPTION
08/21/2024	202400140	W	11.11	10 E 120 472 110000	000			AMAZON.COM	Safe Harbor consumable supplies
08/21/2024	202400141	W	14.50	10 E 120 472 110000	000			AMAZON.COM	Safe Harbor consumable supplies
08/21/2024	202400142	W	9.70	10 E 120 472 110000	000			AMAZON.COM	Safe Harbor consumable supplies
08/21/2024	202400143	W	11.94	10 E 120 472 110000	000			AMAZON.COM	Safe Harbor consumable supplies
08/21/2024	202400144	W	330.60	10 E 120 449 241000	000			AMAZON.COM	SEL Materials
08/21/2024	202400145	W	9.92	10 E 140 411 126000	000			AMAZON.COM	3rd grade science supplies
08/21/2024	202400146	W	14.17	10 E 140 411 126000	000			AMAZON.COM	3rd grade science supplies
08/21/2024	202400147	W	9.37	10 E 140 411 126000	000			AMAZON.COM	3rd grade science supplies
08/21/2024	202400148	W	8.08	10 E 140 411 126000	000			AMAZON.COM	3rd grade science supplies
08/21/2024	202400149	W	337.78	10 E 140 411 126000	000			AMAZON.COM	3rd grade science supplies
08/21/2024	202400150	W	14.55	10 E 140 411 126000	000			AMAZON.COM	3rd grade science supplies
08/21/2024	202400151	W	29.18	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400151	W	4.27	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400152	W	23.24	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400152	W	3.40	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400153	W	82.27	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400153	W	12.05	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400154	W	7.00	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400154	W	1.02	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400155	W	44.36	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400155	W	6.50	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400156	W	12.53	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400156	W	1.83	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400157	W	6.83	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400157	W	1.01	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400158	W	17.46	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400158	W	2.55	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400159	W	39.87	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400159	W	5.84	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400160	W	115.21	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400160	W	16.88	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400161	W	17.03	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400161	W	2.49	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400162	W	32.24	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400162	W	4.73	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400163	W	11.81	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400163	W	1.73	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400164	W	34.28	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400164	W	5.02	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400165	W	8.74	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400165	W	1.28	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400166	W	13.15	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400166	W	1.93	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400167	W	12.53	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400167	W	1.84	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400168	W	13.11	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400168	W	1.92	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400169	W	17.46	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400169	W	2.55	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400170	W	32.81	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400170	W	4.81	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400171	W	42.11	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies

CHECK		CHECK CHE		ACCOUNT				INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER				VENDOR	DESCRIPTION
08/21/2024	202400171	W	6.17	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400172	W	23.67	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400172	W	3.47	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400173	W	8.75	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400173	W	1.29	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400174	W	33.25	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400174	W	4.87	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400175	W	17.46	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400175	W	2.55	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400176	W	8.74	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400176	W	1.28	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400177	W	157.40	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400177	W	23.05	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400178	W	26.22	10 E 140 411 113000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/21/2024	202400178	W	3.84	10 E 140 411 126000	000			AMAZON.COM	2024-25 3rd Grade Supplies
08/15/2024	104657	V	-1,420.00	21 E 400 411 162124	000			KWIK TRIP	HS Girls Swim Team Fundraiser
08/20/2024	202400115	W	288.51	10 E 800 331 253300	000			WISCONSIN PUBLIC SER	ACCT # 0401972111-00007
08/23/2024	202400114	W	205.09	10 E 800 331 253300	000			WISCONSIN PUBLIC SER	ACCT # 0401972111-00005
08/23/2024	202400182	W	18,912.32	98 L 000 000 811901	000			DEAN HEALTH INC	Health Insurance - September Coverage
08/23/2024	202400182	W	153,988.57	98 L 000 000 811630	000			DEAN HEALTH INC	Health Insurance - September Coverage
08/23/2024	202400182	W	20,427.14	10 E 800 290 292000	000			DEAN HEALTH INC	Health Insurance - September Coverage
08/28/2024	202400183	W	13,245.80	98 L 000 000 811632	000			DELTA DENTAL	Dental Insurance - September Coverage
08/28/2024	202400183	W	2,256.12	98 L 000 000 811902	000			DELTA DENTAL	Dental Insurance - September Coverage
08/28/2024	202400183	W	745.12	10 E 800 290 292000	000			DELTA DENTAL	Dental Insurance - September Coverage
08/28/2024	202400184	W	1,502.03	98 L 000 000 811646	000			STANDARD INSURANCE C	Policy #758708 0001 - Accident, Critical, and Hospital Insurance - Sept. Coverage
08/28/2024	202400184	W	1,591.90	98 L 000 000 811648	000			STANDARD INSURANCE C	Policy #758708 0001 - Accident, Critical, and Hospital Insurance - Sept. Coverage
08/28/2024	202400184	W	523.60	98 L 000 000 811649	000			STANDARD INSURANCE C	Policy #758708 0001 - Accident, Critical, and Hospital Insurance - Sept. Coverage
08/28/2024	202400179	W	110.00	98 L 000 000 811642	000			WEA TRUST ADVANTAGE	WEA Roth IRA
08/28/2024	202400179	W	517.00	98 L 000 000 811642	000			WEA TRUST ADVANTAGE	WEA Roth TSA
08/28/2024	202400179	W	425.00	98 L 000 000 811676	000			WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
08/28/2024	202400180	W	170.00	98 L 000 000 811672	000			WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
08/28/2024	202400180	W	25.00	98 L 000 000 811672	000			WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
08/28/2024	202400181	W	112.48	98 L 000 000 811680	000			WIS DEPT OF REVENUE	Payroll accrual
08/31/2024	202400185	W	0.56	10 E 800 355 263300	000			CENTURYLINK	Monthly charges
08/31/2024	202400214	W	162.74	10 E 800 310 239000	000			EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
08/31/2024	202400214	W	462.48	98 L 000 000 811900	000			EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
08/31/2024	202400214	W	1,452.60	10 E 800 248 239000	000			EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM

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			Accts
08/31/2024	202400212 W	35,916.84 98 L 000 000 811611 000	INTERNAL REVENUE SER FEDERAL TAXES
08/31/2024	202400212 W	31,335.79 98 L 000 000 811612 000	INTERNAL REVENUE SER FEDERAL TAXES
08/31/2024	202400213 W	6,756.28 98 L 000 000 811613 000	WISCONSIN DEPARTMENT STATE TAXES
		668,992.12 Totals for checks	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	0.00	366,445.81	366,445.81
21	SPECIAL REVENUE - GIFTS	0.00	0.00	7,596.40	7,596.40
27	SPECIAL EDUCATION	0.00	0.00	6,277.15	6,277.15
50	FOOD SERVICE FUND	0.00	0.00	4,936.96	4,936.96
80	COMMUNITY SERVICE FUND	0.00	0.00	4,370.00	4,370.00
98	PAYROLL CLEARING FUND	279,365.80	0.00	0.00	279,365.80
***	Fund Summary Totals ***	279,365.80	0.00	389,626.32	668,992.12

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



Kim Gordon <kgordon@sbsdmail.net>

Fwd: Notice

Jennifer Spude <jspude@sbsdmail.net>
To: Kim Gordon <kgordon@sturbay.k12.wi.us>

Wed, Oct 30, 2024 at 2:28 PM

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

From: **Jennifer Spude** <jspude@sbsdmail.net>
Date: Tue, Oct 29, 2024 at 8:53 AM
Subject: Re: Notice
To: Colleen Geurts <cgeurts@sbsdmail.net>

Colleen,
Thank you for letting me know and for giving us some time to evaluate how to move forward.
Jenny

On Tue, Oct 29, 2024 at 8:22 AM Colleen Geurts <cgeurts@sbsdmail.net> wrote:

Jenny,

Please accept this letter as my formal resignation from my position as a Food Service employee at Sturgeon Bay High School-St John Bosco. The reason for my resignation is due to the following: I've decided to move on to a new role that better aligns with my professional development needs and the type of leadership I'm looking for.

I would like to express my gratitude for the opportunities and experiences I've had during my time at Sturgeon Bay High School. I have learned so much and developed valuable skills that I will carry with me throughout my career.

I have thoroughly considered my personal and professional goals, and have decided that it is time for me to explore new opportunities that align more closely with my long-term aspirations. Although I have enjoyed my time at Sturgeon Bay High School-St John Bosco and appreciate the valuable experiences gained during my tenure, I believe that it is in my best interest to seek new challenges and experiences that will help me grow and develop in my career.

I want to ensure a smooth transition during my departure, so I am committed to completing all outstanding projects and tasks before my last day of work. I am also available to assist with the transition process and to provide any training or support needed to ensure a seamless handover.

Thank you again for the support and guidance you have provided me during my time at Sturgeon Bay High School. I wish you and my colleagues continued success and growth.

Sincerely,
Colleen Geurts
10/29/2024

--



Jenny Spude, RD
Food Service Director

Sturgeon Bay High School
1230 Michigan St
920.746.3877
#clipperpride





Kim Gordon <kgordon@sbsdmail.net>

Fwd: CA Employment Notice

1 message

Jennifer Spude <jspude@sbsdmail.net>

Fri, Nov 1, 2024 at 12:49 PM

To: Jacob Holtz <jholtz@sbsdmail.net>, Kim Gordon <kgordon@sturbay.k12.wi.us>

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

From: **Hayley Moynihan** <hmoynihan@sunshinehouseinc.org>

Date: Fri, Nov 1, 2024 at 10:31 AM

Subject: CA Employment Notice

To: Jennifer Spude <jspude@sbsdmail.net>

Cc: melaniekreinhard@gmail.com <melaniekreinhard@gmail.com>

Jen,

I am writing to formally provide notice that Curtis will be resigning from his position at Sturgeon Bay High School, with his last day being November 8th, 2024. After careful consideration and care plan meetings, Curtis's family and care team have determined that community employment does not align with his current needs at this time.

This decision was made in Curtis's best interest, and we appreciate the opportunities and support he has received from you. Thank you for your understanding and for the accommodations provided during his employment. We hope that in the future, circumstances will allow for a re-evaluation for community-based employment for Curtis.

Please feel free to reach out if there are any additional steps needed to complete the separation process smoothly.

Thank you again for your understanding and support.

Respectfully,

Hayley Moynihan

Director of Client Services

(920) 818-1483

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" Enriching Lives to Nurture and Inspire the Human Spirit"

--



Jenny Spude, RD
Food Service Director

Sturgeon Bay High School
1230 Michigan St
920.746.3877
#clipperpride



To Keith Nerby, Sturgeon Bay Board of Education
CC Dan Tjernagel, Jon Dupuis
From Jake Holtz
Date 11/12/2024
Subject Football Resignation

Mr Nerby and Board of Education,

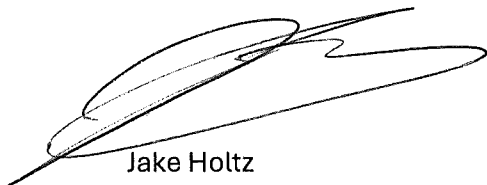
Please accept this letter as my official resignation from Coaching Football for Sturgeon Bay High School.

I am extremely proud of the unique success we were able to bring to Sturgeon Bay football on the field over the last seven years. I'm even more proud of what we have done off the field, and the quality of the young men and women I have had the pleasure to coach.

I look forward to watching the continued success of the program and hopefully helping with that success at the youth level.

Thank you for the opportunity I have had over the last seven years.

Sincerely,

A handwritten signature in black ink, appearing to read "Jake Holtz", with a large, sweeping flourish extending from the end of the signature.

Jake Holtz

STURGEON BAY SCHOOL CALENDAR FOR 2025-2026

10-9-23 DRAFT A - Similar to previous year

AUGUST 2025				
M	T	W	TH	F
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Term: I 46 days Ends 11/5/25
 II 47 days Ends 1/23/26
 III 44 days Ends 3/27/26
 IV 43 days Ends 6/5/26

TOTAL 180 days

Note: SBHS can adjust quarters, as needed.

No school--Full day of in-service
No School--Half day in-service & half day teacher records.
No school--New Teacher In-Service
No School--Holidays & Breaks
Classes in session
Student half day--P.M. Teacher Records/Training
Full day for grades 6-12; Half day+P/T conf. PK-grade 5

FEBRUARY 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

School begins Tuesday, September 2.
 Pending weather days, school ends Friday, June 5.
 In-service/No School: Oct. 24, Feb. 27, & May 22
 No School due to breaks: Nov. 27 - 30;
 Dec. 24 - Jan. 4; March 28 - April 5; May 25

*Elementary Half days+P/T conf. Oct. 23 & Feb. 26

*Oct. 23 & Fe. 26 are full school days for grades 6-12

STURGEON BAY SCHOOL CALENDAR FOR 2025-2026

10-9-23 DRAFT B - Oct break concept similar to 23-24

AUGUST 2025				
M	T	W	TH	F
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Term: I 45 days Ends 11/5/25
 II 47 days Ends 1/23/26
 III 44 days Ends 3/27/26
 IV 43 days Ends 6/5/26
TOTAL 179 days

Note: SBHS can adjust quarters, as needed.

****Staff: Aug. 28 In-service in place of 180 school days**

No school--Full day of in-service
 No School--Half day in-service & half day teacher records.
No school--New Teacher In-Service
No School--Holidays & Breaks
Classes in session
Student half day--P.M. Teacher Records/Training
Full day for grades 6-12; Half day+P/T conf. PK-grade 5

FEBRUARY 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

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 *Elementary Half days+P/T conf. Oct. 22 & Feb 26
 *Oct. 22 & Feb. 26 are full school days for grades 6-12



Nov 2024 School Board Report

Sturgeon Bay
Schools-Food Service

Pictures all feature fruit grown at Keller's Farm Market (Lynn & Carolyn Keller)
Working together to prep local grapes (left)

"Candied Apples" apples: halved apples are dusted with dye free strawberry gelatin (center)
With Lynn Keller at their Sturgeon Bay Orchard, south of Pick n Save Grocery Store (right)

FOR MORE INFORMATION CONTACT
JENNY SPUDE, RD
FOOD SERVICE DIRECTOR
746.3877 JSPUDE@STURBAY.K12.WI.US

Providing Free Breakfast for Families

During COVID school years, all meals were free of charge to families due to a specifically designed USDA School Meal Program. While we operated that program, we saw stigmas associated with school breakfast dissolve and school breakfast participation increase without food waste. In previous years, students, staff and parents viewed school breakfast for students who "needed it". When the USDA ended the pandemic meal program, our school district chose to use a strong fund balance in Fund 50 (food service) to absorb the cost of continuing to provide access for all students to school breakfast. After providing free breakfast for two school years (a total of just over 137,000 meals), at the start of this school year, Fund 50 had a balance that would no longer allow for this cost offset. Families reverted to the traditional pay structure for school meals (breakfast and lunch) which is derived from income or enrollment in government programs.

Background: Fund 50 is a separate fund that has specific governing rules. All food service staff time/benefits, materials, equipment, and food are supported through families paying for meals as well as government reimbursement. When we talk about "offsetting" expenses and providing free breakfast it means in a nutshell that Fund 50 is operating without the regular pay portion that a family would have been paying for each breakfast. We still receive reimbursements (SY23-24 reimbursement rates) for each meal: \$2.73 per meal for free meal eligible families, \$2.43 per meal for reduced meal eligible families and \$0.38 for full pay meal eligible families.

Partnerships with Local Producers

Last school year we applied for and received over \$25,000 in federal grant dollars to specifically purchase foods within a 400-mile radius. We spent about 90% of the funds within a 20-mile radius with 8.3% of our total annual food purchases in SY23-24 were made with Door County growers or producers.

What did that look like on a student's tray? Renard's cheese curds or mozzarella whips in place of string cheese. Bailey's Harbor Fish Company smoked fish in place of a traditional protein item at lunch or breakfast. Raw veggies and herbs from Emerald Acres Farms until our greenhouse produces or instead of a commercially grown crop. Waseda Farms shell egg instead of cardboard container egg product in our baked goods, egg bakes and as hardboiled egg. Jorns Sugar Bush real maple syrup, dried cherries from Country Ovens and fresh fruit (plums, apricots, grapes and apples) from Keller's Farm Market.

What is remarkable is that most often once we establish purchasing partnerships with a local producer it's difficult to stop. Local food tastes fresher, has a story, connects the eater to the our community/to our roots and most often the producer meet us in pricing in order to continue with the partnership.



Roland Jorns (Jorns Sugar Bush) from a July 2024 interview with Sunday Morning.

MEMO

To: Board of Education
From: Keith Nerby
Date: November 8, 2024
Re: November 2024 Principal's Report

Teaching and Learning

Pre-ACT Information. Our teachers have been working in PLC's on reviewing their assessments and reviewing our student data. As part of our work on improving student growth outcomes, we are reviewing how to scaffold our teaching within content areas and utilizing ACT questioning techniques to improve student preparedness. Our students took the Pre-ACT on Friday, November 8, and we will be reviewing the data and results with students the first week of December. Teachers will be meeting 1:1 with each student to go over the results. Like last year, we will be using the results to help us form intervention support opportunities during our Clipper Time offerings.

Quarter 1 complete. Quarter 1 for high school students ended on November 1, 2024. Report cards for families were posted to PowerSchool on November 8.

Course Description Booklet. The booklet is being reviewed and updated at this time and will be submitted for board approval in December.

Community Engagement

Afternoon with the Principal: I will be creating an opportunity to invite parents in to meet with me in December to go over a few different topics and have an open forum. I want to create more listening and conversation space for me to hear directly from our parents and families.

The 2024 Fall Athletic Season

As the season came to end last week, AD Dupuis and I want to extend our heartfelt gratitude to all who contributed in making this season a success on and off the field. The dedication of our student-athletes, support from our families, coaches, and community members, shows that Clipper Nation is alive and well!

- **Football** - The football team finished the season tied for 4th in conference while making the playoffs for the 3rd straight year. The team had 14 all conference selections with 3 first teamers. The team also received Academic All-State honors by the Wisconsin Football Coaches Association. Two individuals earned Academic All-State recognition: Braden Evers and Jack Konop. The team showed grit with impressive plays that kept us on the edge of our seats all year.
- **Boys Soccer** - The boys soccer team finished with an undefeated regular season in conference play for another conference championship. They also took home the regional championship which is their 16th straight regional title! The team had 9 all conference selections with 5 first teamers and Jackson Starr was the conference Player of the Year. The team displayed resiliency and determination in every match.

- **Cross County** - The cross country team had much success throughout the year with multiple student athletes improving on their times and getting PR's. The team finished with 3 all conference selections and 1 first teamer. The team gave it their all on tough courses and set a high standard when it came to sportsmanship.
- **Girls Volleyball** - The girls volleyball team finished tied for 8th in conference play this year. The team had 5 all conference selections. The team showcased their skill and determination with thrilling games throughout the season.
- **Girls Swim** - The girls swim team won another conference championship by going undefeated in the Bay conference this year. This is their 5th consecutive Conference championship. The team was highly successful all year with many first and second team all conference titles.
- **Girls Golf** - The girls golf team increased their numbers and improved on their scores throughout the year. The team was young and made a remarkable impact through hard work and commitment. Three individuals earned Academic All-State recognition from the Golf Coaches Association of Wisconsin: Tiviana Andropolis, Keira Wesley, and Haydn Montevideo.
- **Important upcoming dates for the start of the 2024-25 winter season:**
 - November 11th - Girls Basketball
 - November 18th - Boys Basketball and Wrestling

Upcoming Meetings/Workshops

Following is a list of activities in which I will participate during the next month:

- **Packerland Principals** – December – Ongoing discussion regarding athletics and academics.

Upcoming Events

Here is a list of upcoming events:

Thanksgiving Break	Thursday and Friday, November 28 and 29
Winter Band Concert	Monday, December 16 – 7:00 p.m.
Winter Choir Concert	Thursday, December 19 – 7:00pm
Winter Break	Monday, December 23 through Wednesday, January 1
Classes Resume	Thursday, January 2

MEMO

To: Board of Education

From: Lindsay Ferry

Date: November 4, 2024

Re: November Director of Special Education and Pupil Services Report

Special Education:

Our special education team continues to meet all individual learning needs academically, behaviorally, and social-emotionally. This team has to be flexible, patient, and be able to pivot each and every day in order to meet the many needs. As we progress further into the school year, it is important to understand that as students need changes, so does our level of support. Some creative ways we continue to meet student need are:

- Sawyer Self-Regulation Program
- Sunrise Community-Based Instruction
- Door County Alternative Program

As we continue to encounter higher needs in the district and community, our team will continue to create programming options that align with the district vision and provide students with the support they require to access an education.

Pupil Services Team:

Our Pupil Services Team is working on the following:

- SAEBR's Data and Interventions
- Universal Social-Emotional Learning Instruction
- MLSS: Pushing Tiered support for learning, behaviors, and social-emotional skills
- Small Group instruction based on need
- Individual Counseling support based on need
- Assessment Scheduling including accommodations uploaded
- Scheduling
- Scholarship and Letter of Recommendations

Alternative Education:

Door County Alternative Program:

Enrollments:

Sunrise: 3 students

Middle School: 1 student

Sawyer Self-Regulation Program:

Enrollments: 2 students

Meetings/Workshops:

- November 4: Sped DLT
- November 6: Large Group Admin Meeting, Sunrise Staff meeting
- November 7: Sped Office Team meeting and District SEL team meeting
- November 11: Sawyer Sped Team meeting
- November 14: Sunrise Sped Team meeting
- November 18: DLT
- November 19: LETRS training
- November 20: CORE Admin Team meeting
- November 21: MS and HS Sped team meeting (Assessment Accommodations)
- November 22: CESA 7 Sped Director Team meeting
- November 25: Clipper Academy

[illegible]

November 20, 2024 Board Report
TJ Walker Actions to Improve 2023-2024 Report Card

2023-2024 school Report Card update.

Strengths: Math & Reading Interventions. Language Arts growth. Writing scores growth.

Weaknesses: Math Proficiency with Special Education students and Economically Disadvantaged students.

Actions to Improve Report Card:

1. Awareness
 - a. CESA 6 rep. presented data to Sunrise & TJW staff at August in-service
 - b. Staff used Item Analysis and Heat Map supplied by CESA 6.
 - c. PLC Meetings every two weeks that focus on learning tasks.
2. Continued Focus on Growth (35.7% of our report card).
 - a. Growth score is a large part of our report card and is a priority area. Growth measures year-to-year student progress on statewide tests. It uses a value-added model that seeks to control circumstances beyond the influence of educators. A high value-added score means that on average students in the school are progressing more quickly than other, similar students.
 - b. Goal is to continue to beat the state average in Math & Reading in all groups (overall students groups, ELL's, economically disadvantaged, and special education students).
3. Target group score was 98.7 (25% our overall report card).
 - a. This priority area examines outcomes for students with the lowest test scores and identifies them as the Target Group. It is designed to promote equity by helping schools focus on learners who need the most support while also improving outcomes for all students. The priority area score combines component scores for achievement, growth, chronic absenteeism, and attendance or graduation rate. Data are not displayed when target groups have fewer than 20 students. Last year we earned 100% in ELA and 83.1% in Math
4. On Track to Graduate score was 86.8 (25% of our report card).
 - a. This priority area indicates how successfully students are progressing toward completing their K-12 education. The score combines component scores for measures of student engagement and achievement.
 - b. Increase our 3 year average 8th grade math proficiency, increase 3 year average attendance rate, and decrease 3 year average absenteeism rate.
5. Achievement Goals in Math & Reading (14.3% of our report card)
 - a. Achievement score was 76.6 (ELA 80.1 and Math 73.1) Room to grow. This priority area summarizes how this school's students performed on state

assessments using a points-based proficiency system that gives partial credit for Basic test performance and extra credit for Advanced performance. The score is a multi-year average of English language arts and mathematics subscores.

- i. Math: improve 43.7% Meeting category (86 students) to 50% Proficient (100 students)
 - 1. 69 advanced math students
 - 2. 86 Meeting math students
 - 3. 29 basic math students
 - 4. 13 Developing math students
- ii. Reading: improve upon 59.6%(130 students) to 73%(147 students)
 - 1. 54 advanced ELA students
 - 2. 91 Meeting ELA students
 - 3. 39 Basic ELA students
 - 4. 14 Developing ELA students

Note: Approximately, 58 students are in reading intervention. 36 students receive math intervention. 49 students are not receiving math intervention.

- 6. Reduce Chronic Absenteeism from 91.2% to 80.4 (state average)
 - a. Reduce Habitual Truant (absent more than 36 days) from 7 students to 2 students.
 - b. Reduce Chronic Absentee (18 days to 35 days) students from 17 to 7 students.
 - c. Reduce High Risk absentees (10 - 17 days) from 44 to 22 students.

To: Board of Education
From: Katie Smullen, Principal, Sunrise Elementary School
Date: November 2024
Re: November Report to the Board



Teaching and Learning

Data Meetings and WIN Groups Reorganized

During the morning of our Professional Development Day, grade level teams gathered to review data. Classroom teachers met with our academic coaches and interventionists to reorganize our intervention and extension groups in both reading and math. We were able to celebrate some growth already and move some students into a different group.

Community Engagement

Lions Club Vision and Hearing Screening

Public Health, along with several volunteers from The Lions Club conducted Vision and Hearing screenings for all grade levels at Sunrise on November 7. With the help of these volunteers all screenings were complete in plenty of time for lunch set-up. Thank you Lions Club volunteers! We appreciate you!

Sunrise Ambassadors

October 22 was our first Ambassador trip of the school year. Sunrise Ambassadors visited The Red Barn in Forestville where they enjoyed fall activities including a corn maze. November 14 Sunrise Ambassadors will visit Wilson's Wish, bringing many pumpkins for the animals to enjoy their very own Thanksgiving feast.

Finance, Facilities and Operations

Grant Thank You's

- So many staff members have written grants to support student learning. We are still waiting for some to come in. Thank you to Dakota Londo for securing attendance prizes, Molly Cornell (noise canceling headphones) and Jane Lewis (photo backdrops for our Open House).

Upcoming Events

- December 6 - Trimester 1 report cards go home.
- December 13 - Sunrise Ambassador trip - sorting Toys for Tots at the Methodist Church then enjoying hot cocoa at the Gnoshery.
- December 17 - Winter Concert at the high school at 6:00 pm

SCHOOL DISTRICT OF STURGEON BAY

ANCHORED IN EXCELLENCE

1230 Michigan Street | Sturgeon Bay, WI 54235

Phone: 920-746-2800 | Fax: 920-746-3888

Board of Education Report

November 20th, 2024

Katy DeVillers

Sawyer Principal

Teaching and Learning

- On Tuesday, November 5th, our Tier 2 PBIS Team had a day-long planning/learning session with our MLSS Coaches from CESA 7 at NWTC. They spent learning how to improve our Tier 2 Systems to better serve our students who need something beyond our universal social-emotional curriculum to be consistently successful in school. The team will meet two more times with the coaches during this school year.
- Interventions or our WIN (What I Need) Groups started for all grade levels. The Grade Level Teams and other instructional staff members worked hard to place students in literacy, math and social-emotional intervention groups that best serve their current needs.

Community Engagement

- We held a Flu Clinic for any parent who wanted their child vaccinated on the morning of Tuesday, November 12th.
- We held Vision and Hearing Screening for all students on the morning of Wednesday and Thursday, Nov. 13th-14th.

Finance/Facilities and Operations

- Final revisions were shared at a Playground Meeting and information will be shared at our upcoming Winter Concert in the highschool gym on Tuesday, December 17th at the high school auditorium at 6:00pm and Wednesday, December 18th at 12:15pm. Our hope is to elicit more support from our current families.
- The Playground Fundraising Committee is working toward having visual representation outside of Sawyer School to make families and the community aware of our goals and current fundraising efforts.
- We received \$10,000 from the Sunshine Charitable Foundation for our playgrounds!
- All staff members and students participated in a Lockdown Drill on Monday, November 11th.



Board of Education Report

November 11, 2024

Jennifer Weber

Director of Teaching, Learning and Technology

Teaching and Learning

- Interventionists, academic coaches and other staff at both Sawyer and Sunrise elementary schools completed aimswebPlus literacy screening with all students in grades K-3. You may recall that aimswebPlus is the screener selected by the state of Wisconsin as the result of ACT20. For us in the School District of Sturgeon Bay, switching to aimswebPlus was only a matter of product replacement; our assessment system and schedules are already well-developed and our staff was trained and prepared to complete the required tasks. The screening window was followed by data digs in both elementary buildings. Our student groups in all MLSS tiers (literacy, math and social-emotional learning) are up and running.
- Sturgeon Bay High School teachers of English, Math, Social Studies, and Science have been participating in ACT Instructional Mastery Training (AIM) for the second year in a row. These courses are designed to provide educators the information most critical for successful student preparation for the ACT test. Participants do a deep dive into the ways their subjects are tested and learn strategies for test-taking and student preparation that can be embedded into their classrooms. AIM training took place just in time for our students to take the PreACT on November 8.
- The District Leadership Team (DLT) met for the first time this school year. The team is composed of teacher leaders from each of the buildings in the district as well as Special Education and Pupil Services staff. The goal of the DLT is to link each of the Building Leadership Teams and to establish a multi-level system of support throughout the district. The focus of our collective work at this time is on developing our district-wide universal and tiered supports for social-emotional learning. We hope to answer questions like: What social-emotional supports do we guarantee at each of our grade levels and how do those supports progress across the district? Just as we do with academics, collectively, we will be digging into the details of how we are recording

student SEL/behavior data and how we use that data to support students and inform our teaching practices in all three tiers.

- Once again, the Sturgeon Bay Community Programming event is set to kick off late this January! We are excited to have a wide variety of offerings hosted by staff members. We look forward to officially announcing this year's line-up in the next few weeks!

Technology Department

- Members of the technology team, Tech. Mentors, and select staff are gearing up for this year's SLATE Conference in Wisconsin Dells. This conference has become an annual favorite for its vast array of learning opportunities that include everything from classroom strategies for rethinking technology for learning to cybersecurity and artificial intelligence in the educational setting as well as networking opportunities.



1. Marketing and Branding

As I know you'll also see in Superintendent Tjernagel's report, he and I did receive follow up from Brian Nicol at the Donovan Group on a handful of various proposals. Each of the levels of proposals offers different ways to help us to our marketing goals.

At the same time, we have been working with a familiar vendor – BSN – to set up a year round apparel shop. I expect that this will be live or very close to live by the time we meet on the 20th. We will be setting this apparel shop up so that the community can have a single place to go for apparel throughout the year. Our plan is that designs will be limited to approved logos only. Then, on a seasonal (or other regular) basis, our various clubs (specifically FBLA), athletic teams or other organizations will be able to work with FLS or BSN to set up more targeted shops with various designs that incorporate and work with our approved logos and branding guidelines.

2. Budget and projections

As of the writing of this report, we have just received word that our updated budget and year end projection models are up and running for this school year. Next up is making sure everything is accurate and getting July through October transactions inputted. My goal is to have an initial year end projection to you for at least our December meeting. If all goes well, I may have one for you yet this month. And then, a 5 year, long term projection for the February board retreat.

3. Future conversations

Keeping these things on your radar, in the next couple of months, we'll want to have some direction on where we'd like to go with retiree insurance (I know Superintendent Tjernagel has written up some ideas on where we can start this conversation, updating the teacher pay scale, and sick day bank buy down (both of these two conversations are being planned for later in the school year).

I have begun working through scenarios on the teacher salary ladder, to see if we can make everyone happy (increase the base while not causing 'proximity to base' issues. Whether or not this is doable will depend a lot on where we land with the state budget.

SCHOOL DISTRICT OF STURGEON BAY

ANCHORED IN EXCELLENCE

1230 Michigan Street | Sturgeon Bay, WI 54235

Phone: 920-746-2800 | Fax: 920-746-3888

November 20, 2024, Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Updated for the meeting packet November 11, 2024; Additional updates added later are in section four

1. Teaching & Learning

- a. **CESA 7 PAC Meeting** – We had our monthly meeting on October 4 at The Gatherings 43 in Denmark since the CESA 7 still has work going on.
- b. **October 25 In-service** – Thanks again to everyone involved with the various sessions, lunch-and-learn programs, and more.
- c. **Quarter/Term Two Underway** – As I update this report we are in the second week of the second quarter of the school year. I realize we utilize a trimester approach at the elementary level, but it is still nice to pause and appreciate that a quarter of the year is already behind us.

2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Monday, November 18.
- b. **YMCA Board meeting** – The YMCA has shifted from monthly meetings to Board meetings every other month. There is no meeting in November. The next meeting is scheduled for December 19.
- c. **Newsletter meeting** – The fall edition of The Clipper Connection is scheduled to appear in the Pulse this month. As of Veteran's Day I have now seen a draft and was able to share that with our newsletter work group as well so we are getting close to the community seeing the Fall edition.
- d. **Child Care Summit** – On October 29, I attended the Child Care Summit in conjunction with the United Way held at the Door County Gala.
- e. **DCMC Superintendent Meeting** – DCMC leadership and the county superintendents, as well as Algoma superintendent, usually meet quarterly. Our most recent meeting was on November 6.
- f. **Door and Kewaunee County Superintendent Meeting with Rep. Kitchens** – Rep. Kitchens and I were in contact last month since we typically like to get the area superintendents together to talk about issues. We plan to meet on the morning of November 22 here in Sturgeon Bay.

3. Finance, Facilities, & Operations

- a. **Sturgeon Bay Rec Facility meeting** – This month’s steering committee meeting was held November 12 at City Hall.
- b. **Open Enrollment Study** – As I shared last month, I’ve been in contact with Bill Foster at School Perceptions about doing another Open Enrollment study. As you may recall this intersects with some of the discussion we had with the enrollment portion of Jake’s budget presentation at the October learning session.

December of 2020 and January of 2021 was the last time we had a study of the open enrollment numbers done. The cost is \$750 for designing the survey/questions asked, \$600 for assembling a summary report, and \$11 for each parent who responds and engages in the process. (There is no charge when School Perceptions reaches out to a parent and they do not respond.) Bill and his team are ready to conduct the survey yet this fall and have it wrapped up prior to Christmas.

- c. **Communications & Marketing** – As follow up to the meeting that Brian Nicol from the Donovan Group, Jake Holtz, and I had on October 21, Brian sent us an updated process memo based on past discussions, and recent discussion, and reviewing some pertinent history regarding the district. As I update this report, I am still digesting the latest material but wanted to provide at least a high-level update regarding the services the Donovan Group could provide.

Brian laid out a couple of options for us to consider:

- Option 1 as he called it for now would involve a “communication planning and enrollment campaign” with the development and execution of a communications/marketing plan with support and an on-site video for a flat fee of \$12,000.
- Option 2 is laid out as “comprehensive communications services” including a wide range of things, including some components around social media and newsletters content for example that we do have in process. This would be more expensive at \$4,000 per month for a 12-month agreement.
- While not labeled as option 3, Brian said we could also purchase services on an a la carte basis which would typically be in the \$1,000-\$2,000 range per month for specific topics and/or projects.

I plan to share the memo with the Board (and anyone else interested is certainly welcome to receive it, too) either yet this month or in early December at the latest once Jake and I have a better understanding about it and can understand what responses to some of the likely questions we would have would be. Stay tuned.

4. Additional Items and/or Updates *(added after I submitted my report for the Board packet)*

Book	Policy Manual
Section	33.1 for review
Title	Copy of DEFINITIONS
Code	po0100
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

0100 - DEFINITIONS

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

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

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Administrator

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the ~~() District Administrator~~ **(x) Superintendent**.

x] Administrators may include the following positions: **(x) School Business Manager, (x) Director of Special Education and Pupil Services, ~~() Director of Instruction, () Instructional Program Coordinator, (x) Principal, ~~() Associate/Assistant Principal, (x) Director of Teaching, Learning and Technology, Food Service Director and 7-Manager of Building and Grounds~~~~.**

Apps and Web Services

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

Board

The Board of Education also commonly referred to as the School Board **shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).**

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.3 - Clerk) ~~0170~~

District

The School District is the territorial unit for school administration. Districts are classified as common, union high, unified, and 1st class city school districts. A joint school district is one the territory of which is not wholly in one municipality. Sturgeon Bay is a Unified School District. (Chapter 115, Wis. Stats.)

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Administrator

The administrative head of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities, ~~also~~ appropriate, ~~to~~ staff members.

District Records Custodian

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

Due Process

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

Full Board

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

Information Resources

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

Law Enforcement Officer(s) or Agencies

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

~~Legal Custodian of Records~~

~~The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.~~

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

Local Public Office Holder or Official

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w) (f) and (g), Wis. Stats.

May

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

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)

Meeting

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

Official Newspaper

A newspaper may be designated by the Board under 985.05, Wis. Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

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

Personal Communication Devices

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

Policy

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

President

The chief executive officer of the Board. (See Bylaw 0171.1 - President)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities to appropriate staff members of his/her staff.

Professional Staff Member

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an

administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent, or member of the immediate household.

School Nurse

A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

School Official

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers).

Shall

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

Social Media

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

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

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

Treasurer

The chief financial officer of the Board. (See Bylaw 0171.4 - Treasurer⁹)

Vice-President

The Vice-President of the Board. (See Bylaw 0171.2 - Vice President⁹)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes their presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

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

Revised 8/19/15

Revised 11/15/17

Revised 2/1/21

Revised 8/17/22

Revised 1/11/23

Revised 3/15/23

Revised 11/15/23

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Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of BOARD POWERS
Code	po0122
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024
Prior Revised Dates	6/19/24

0122 - **BOARD POWERS**

The power of this Board extends to those matters expressly or implicitly granted by the constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education unless prohibited by Federal or State law.

The Board shall be a body corporate, and, as such, capable of suing and being sued, levying and collecting taxes, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property.

The Board shall also authorize the development and promulgation of rules and guidelines by the District Administrator for the proper operation and management of the District, including the conduct of students while in school, at school functions, ~~or~~ en route on school buses, or otherwise under the supervision of school authorities.

T.C. 12/21/22

T.C. 6/19/24

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Legal	118.001, Wis. Stats.
	120.13, Wis. Stats.
	120.44, Wis. Stats. (applies to Unified School Districts only.)

Last Modified by Ann DeMeuse on September 18, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of CONFLICT OF INTEREST
Code	po0144.3
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

0144.3 - **CONFLICT OF INTEREST**

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

- A. no Board member shall use their position as a Board member to obtain financial gain or anything of substantial value for themselves, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which the Board member is associated;
- B. no Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the Board member's actions;
- C. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with the Board member's duties and responsibilities in the school system and as a public officer;
- D. when a member of the Board determines that the possibility of such a personal or financial interest conflict exists, the Board member should, prior to the matter being considered, disclose their interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency;
- E. Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the District in an amount that exceeds \$15,000 annually or by participating in making or performing some function as a Board member with respect to a contract in which the Board member has a private pecuniary interest, unless statutory exceptions apply;
- F. no member of the Board shall hold a paid position within the School District, regardless of the type or level of position or manner of pay. ~~However, a Board member may serve as a volunteer coach, or supervisor of an extra-curricular activity, or bus driver if the provision of in accordance with~~ 120.20, Wis. Stats., Policy 8120 - Volunteers, ~~and this policy are satisfied.~~

Revised 6/18/14
Revised 2/17/21
Revised 8/17/22
Revised 1/11/23
Revised 6/19/24

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Legal 19.42(7), Wis. Stats.
19.59, Wis. Stats.
120.20, Wis. Stats.

946.13, Wis. Stats.

Last Modified by Ann DeMeuse on September 18, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of CLERK
Code	po0171.3
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

0171.3 - **CLERK**

The Clerk of the Board of Education shall be responsible for the following duties, which may be completed with the assistance of appropriate staff.

- A. act as clerk and record the proceedings of all meetings of the Board;
- B. enter the proceedings of the Board in proper record books;
- C. enter in the record book copies of all Clerk's reports sent to municipal clerks;
- D. draw and record orders on the Treasurer as directed by the Board;
- E. be the chief election officer of the District with authority to report the name and post-office address of each Board member, within ten (10) days after his/her election or appointment, to the clerk and treasurer;
- F. appoint qualified electors of the District to serve on the School District Board of Canvassers for each election in accordance with 7.53(3)(a), Wis. Stats.;
- G. perform other duties as prescribed by law or the Board.

Revised 4/17/23

7.53, Wis. Stats.

120.17, Wis. Stats.

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Legal 7.53, 120.17, Wis. Stats.

Legal 120.17, Wis. Stats.

Last Modified by Ann DeMeuse on September 18, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of INNOVATIVE PROGRAMS
Code	po2250
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

2250 - INNOVATIVE AND PILOT PROGRAMS

The Board of Education wishes to promote the continued improvement of the instructional and curricular program of the schools through all appropriate means. The Board will encourage members of the school staff and of the student body who wish to pursue a promising program for school improvement. (x) The Administration shall evaluate the data to determine the effectiveness of any innovative/pilot program and provide such information to the Board before broader implementation.

An innovative/pilot program design shall address the steps below when appropriate to the project:

- A. rationale
- B. specific objectives
- C. supportive research
- D. budgeting
- E. in-service requirements
- F. plans for broader implementation
- G. methods for evaluation

Each innovative program shall be consistent with the District's objectives and long range plans. Programs designed for disabled students with disabilities must comply with Federal and State guidelines law.

118.13, Wis. Stats.

PI 8

Legal 118.13, Wis. Stats.

Last Modified by Ann DeMeuse on September 18, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of HEALTH EDUCATION
Code	po2413
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

2413 - HEALTH EDUCATION

The Board of Education, in compliance with State law, has adopted a comprehensive program of health education which that will prepare students to maintain good health and enable them to adapt to changing health problems of our society.

The Board recognizes that this program, like others the District offers, may contain content and/or activities that some parents find objectionable. ~~The District shall notify the parents, in advance of the instruction and about the content of the instruction and give the parents an opportunity to review the materials to be used.~~ A

- student may not be required to take instruction in physiology and hygiene, sanitation, the effects of controlled substances pursuant to State law and alcohol upon the human system, symptoms of disease, and the proper care of the body if the student's parent files with the teacher a written objection.

If a student does not take instruction in these subjects as a result of parental objection, the student may not be required to be examined in the subjects and may not be penalized in any way for not taking such instruction, and the Board authorizes the District Administrator to determine if the student shall complete an alternative assignment that is similar to the subjects in the length of time necessary to complete.

If the subjects receive credit toward graduation

() the Board authorizes the District Administrator to determine the alternative assignment to be completed by the student that is similar to the subjects in the length of time necessary to complete.

(x) the Board authorizes the District Administrator to determine if an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.

() the Board will not require an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.

[END OF OPTIONS]

Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.

The District Administrator shall notify parents of planned instruction in the health education curriculum regarding human growth and development topics as identified and in accordance with Policy 2414 - Human Growth and Development.

Students in grades seven (7) through twelve (12) will be provided instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation including instruction on the psychomotor skills necessary to perform both skills as part of any health education course offered.

Students in grades seven (7) through twelve (12) will be provided instruction about automated external defibrillators as identified in Policy 8452 - Automated External Defibrillators.

The District Administrator shall prepare administrative guidelines that require:

- A. the health education program includes appropriate learning experiences related to such topics as use, abuse, and effects of drugs, alcohol, and tobacco; mental, physical, and dental health; disease prevention and control; accident prevention; and related health and safety topics;
- B. periodic evaluation of student understanding;
- C. continual analysis of the effectiveness of the program and the accuracy, completeness, and relevancy of the information and instructional procedures.

In implementing the program, the District Administrator may use whatever District and outside resources, including Department of Education guidelines and consultants, s/he deems appropriate.

115.35, 118.01(2)(d)2.c., 118.076, Wis. Stats.

Chapter 961, Wis. Stats.

Revised: 6/14/2017

Neola 201623

Legal 115.35, 118.076, Wis. Stats.

Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
Status	Second Reading
Adopted	August 17, 2022
Last Revised	November 20, 2024

2460.03 - INDEPENDENT EDUCATIONAL EVALUATION (IEE)

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

Procedures to Obtain an IEE at Public Expense

- A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
 1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
 2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
 2. The examiner must be located within 100 miles of the CESA 7 region of the District and must conduct the evaluation within District boundaries.
 3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.

4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
 5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
 6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Student Services (not to exceed \$400.00). In the unusual event the examiner is one (1) not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.
- E. If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. **If the District determines the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the cost did not meet appropriate agency criteria.** ~~[DRAFTING NOTE: If a District determined the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the evaluation obtained by the parent did not meet appropriate agency criteria.]~~

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

34 C.F.R. Sec. 300.502

Revised 7/19/23

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Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of EMPLOYEE LEAVES
Code	po3431
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 (Unrequested Leaves of Absence/Fitness for Duty), Policy 3430.01 (Family & Medical Leaves of Absence ("FMLA")), Policy 3432 (Employee Sick Leave/Paid Time Off), and Policy 3430 (Leaves of Absence).

A. Bereavement Leave

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

Bereavement leave may not be used for any other purposes and does not accrue unless there is a qualifying death in the family.

B. Military Leave

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

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as a potential juror shall be excused for any days or portion of days on which the staff member is required to report. Staff members required to serve on a jury will not be penalized for doing so. Staff members shall inform their Principal/Director when they are called for jury duty or a court appearance and shall call in on each morning to report whether ~~she~~ ~~he~~ ~~they~~ ~~is~~ ~~are~~ required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date.

Exempt employees will receive full pay and are required to endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

Teaching staff will be paid regular pay during any work days missed due to jury duty. Teaching staff who receive pay for any time spent on jury duty are required to turn over any pay received from the court to the District.

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

Staff members must submit to the Principal/Director a record from the court of the number of days served.

D. **National Board Certification Leave

The District will provide one day of paid leave for a teacher taking the National Board Certification test.

E. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

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

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

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

E. Organ Donor Leave

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

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

F. Leave for Voting

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

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

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days¹ notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

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

H. Leave to Testify

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

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

Revised 6/14/17

Revised 2/17/21

Revised 6/15/22

Revised 7/17/24

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Legal

6.76, 7.33, 103.88, Wis. Stats.

Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of EMPLOYEE LEAVES
Code	po4431
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

4431 - EMPLOYEE LEAVES

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4161 (Unrequested Leaves of Absence/Fitness for Duty), Policy 4430.01 (Family & Medical Leaves of Absence ("FMLA")), Policy 4432 (Employee Sick Leave/Paid Time Off), and Policy 4430 (Leaves of Absence).

A. Bereavement Leave

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

B. Military Leave

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

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as a potential juror shall be excused for any days or portion of days on which the staff member is required to report. Staff members required to serve on a jury will not be penalized for doing so. Staff members shall inform their Principal/Director when they are called for jury duty or a court appearance and shall call in each morning to report whether s/he is required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date.

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

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

Staff members must submit to the Principal/Director a record from the court of the number of days served.

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

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

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance

service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

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

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Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return, or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

F. Leave for Voting

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

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

H. Leave to Testify

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1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;

2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

Revised 6/14/17

Revised 2/17/21

Revised 6/15/22

T.C. 6/19/24

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Legal 6.76, 7.33, 103.88, Wis. Stats.

Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of STUDENT ANTI-HARASSMENT
Code	po5517
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

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

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students, including at a group of students, for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

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

Other Violations of the Anti-Harassment Policy

The Board will also take prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties

Sexual Harassment covered by Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual **or group of students**, who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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

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

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student **or group of students** based on one or more of the student's **or group of students** Protected Class that:

- A. places a student **or group of students** in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student's **or group of students** educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech" directed against a student **or group of students** the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;

- B. drawing, displaying, or posting images or symbols of prejudice.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. 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;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. 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;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

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

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

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

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

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

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

K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

L. 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;

M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, 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.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

Lindsay Ferry
Director of Special Education and Pupil Services
920-746-2804
1230 Michigan Street Sturgeon Bay, WI 54235
lferry@sbsdmail.net

Dan Tjernagel
Superintendent
920-746-2801
1230 Michigan Street Sturgeon Bay, WI 54235
dtjernagel@sbsdmail.net

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B. in the parent and staff handbooks.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) and the building principal or District Administrator within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

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

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. In the case of a complaint against the District Administrator or a Board member, the CO will

prepare recommendations for the Board President and the Board Attorney who has been designated to serve as the decision-maker for such complaints. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

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

Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, 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.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

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

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken, except for complaints against the District Administrator, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

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

Generally, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

The investigation generally will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Generally, within five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

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

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

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

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Privacy/Confidentiality

The 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 District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are 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 is learned or provided during the course of the investigation.

Directives During Investigation

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

The CO shall determine whether any witnesses in the course of an investigation may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. (see Form 5517 F3 - "Garrity" Warning)

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

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 10/16/13
 Revised 6/18/14
 Revised 3/18/15
 Revised 11/15/17
 Revised 6/19/19
 Revised 2/17/21
 Revised 3/15/23
 Revised 11/15/23
 Revised 6/19/24

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Legal	48.981, Wis. Stats.
	118.13, Wis. Stats.
	P.I. 9, Wis. Admin. Code
	P.I. 41 Wis. Admin. Code
	20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)
	29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
	42 U.S.C. 1983
	42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 104, Section 504 Regulations

34 C.F.R. Part 300, IDEA Regulations

Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of SUSPENSION AND EXPULSION
Code	po5610
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

5610 - SUSPENSION AND EXPULSION

The Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, ~~the any~~ principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, ~~the any~~ principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or ~~legal~~ guardian may, within five (5) school days following the commencement of the suspension, have a conference with an ~~a~~ administrator, 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 on the student's school record shall be removed if the ~~a~~ 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 administrator shall make a finding within fifteen (15) days of the conference.**

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

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or ~~legal~~ guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the ~~School~~ District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to their parent(s) or **legal** guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or **legal** guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents or **legal** guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

Revised 6/19/19

Revised 10/25/23

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Legal	119.25, 120.13, Wis. Stats.
	18 U.S.C. 921(a)(3)
	20 U.S.C. 7151
	42 U.S.C. 11431 et seq.

Last Modified by Ann DeMeuse on October 8, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS
Code	po6610
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

6610 - NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS

The Board authorizes the maintenance of approved student activity accounts for nondistrict-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for a nondistrict-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the District Administrator before monies can be collected or disbursed in the name of said activity.

Definitions

The following definitions are provided for these terms within the context of this policy:

- A. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and nondistrict-supported student activities. (See Policy 2430 - District-Sponsored Clubs and Activities and Policy 6611 - District-Supported/Sponsored Student Activity Accounts)
- B. **District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over dispersal of the activity's funds. (See Policy 6611 - District-Supported/Sponsored Student Activity Accounts)
- C. **Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

Nondistrict-supported Student Activities

Nondistrict-supported student activity accounts are intended to provide a custodial account for an approved student activity for which the District does not provide funds (i.e., have financial involvement) or exercise administrative control over the funds. Such nondistrict-supported student activities may not be required by any course or provide any academic credit. These student activities are established for District students and may have a District-assigned and/or a District-compensated staff advisor/coach for supervisory purposes. While these student activities may use District facilities, equipment, and materials, the funds for these activities are self-managed by the students. Assistance from parents or other volunteers is permissible (see Policy 8120 - Volunteers). Fund-raising is permissible in accordance with District policies (see Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups). Equal access shall be provided in accordance with Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities. A District staff member may serve as an advisor/coach, but decisions regarding money must be made by the students, as long as such expenditures do not violate District policies (e.g., purchase of illegal items, purchase of nonconforming technology, purchase from a non-approved vendor). As a fiduciary in accordance with GASB 84, the District maintains custodial accounts for the student activity, but does not determine or approve how account monies are used since financial decisions are made by the students without administrative control or endorsement from District staff.

Criteria for Nondistrict-Supported Student Activity Accounts

Nondistrict-supported student activity accounts may be established if all of the following criteria are met:

- A. The student activity account has been approved in accordance with this policy.
- B. The activity's students or student officers make all decisions regarding revenues, budgeting, and expenditures.
- C. Any request to expend money from the account must be endorsed in writing by the activity's President and Treasurer.
- D. The activity's advisor/coach is NOT permitted to make decisions regarding money, nor may the advisor/coach initiate or endorse any expenditure request.
- E. The student activity account is not under the District's control, nor subject to District oversight.

~~Accounts for District-Supported Clubs, Activities, and Athletics~~

~~District-supported clubs, activities, and athletics are supported, at least in part, with District funds and are therefore subject to District oversight and management. In addition, any club, activity, or athletic team that does not directly receive designated District funds but is required for a course or provides academic credit is also considered District-supported and is subject to District oversight and management.~~

~~District-supported clubs, activities, or athletics are not affected by this policy.~~

~~Typically, District-supported student co-curricular activities have designated activity funds established either in Fund 10 or Fund 21 in accordance with GASB 84, DPI regulations, and auditor recommendations. Financial support includes, but is not limited to, budgeted funds allocated by the District or school, an advisor/coach paid for by the District or school who exercises control over the activity's fund, some activities offered to students paid for by the District or school, and transportation paid for by the District or school. Also, financial support includes indirect financial assistance as part of the District's educational program when student participation is required by a course or academic credit is awarded for participation in the activity.~~

General Provisions

The purpose of District-sponsored activities is to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131 - Educational Outcome Goals and Expectations. District-sponsored activities must be approved in accordance with Policy 2430 - District-Sponsored Clubs and Activities or Policy 2431 - Interscholastic Athletics.

District-sponsored student activities are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policies.

Student fund-raising shall be conducted in accordance with Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups.

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity monies, which includes theft or any other misuse of monies, will result in discipline up to and including suspension, expulsion, and/or termination of employment.

Discontinued Student Activities

After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the Student Council's account unless the discontinued student activity had provided other instructions for dispersal of its unexpended funds.

After one (1) full school year of inactivity, the unexpended funds of a discontinued District-supported student activity shall be transferred to the District's General Fund - Fund 10.

Revised 12/18/19

Revised 8/17/22

Revised 7/17/24

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Book	Policy Manual
Section	33.1 for review
Title	Copy of New Policy - Vol. 33, No. 1, Dec. 2023 - DISTRICT-SUPPORTED/SPONSORED STUDENT ACTIVITY ACCOUNTS
Code	po6611
Status	Second Reading
Adopted	November 20, 2024

New Policy - Vol. 33, No. 1

6611 - DISTRICT-SUPPORTED/SPONSORED STUDENT ACTIVITY ACCOUNTS

The Board authorizes the maintenance of approved student activity accounts for District-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for District-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the ~~()~~ **Board (x)** District Administrator ~~()~~ Business Manager ~~()~~ School Administration ~~()~~ **[END OF OPTION]** before monies can be collected or disbursed in the name of said activity. **[DRAFTING NOTE: For consistency, it is recommended to make the selection of the approval entity consistent with Policy 2430 - District-Sponsored Clubs and Activities.]**

District-supported clubs, activities, and athletics are supported, at least in part, with District funds and are therefore subject to District oversight and management. In addition, any club, activity, or athletic team that does not directly receive designated District funds but is required for a course or provides academic credit is also considered District-supported and is subject to District oversight and management. Typically, District-supported student co-curricular activities have designated activity funds established either in Fund 10 or Fund 21 in accordance with GASB 84, DPI regulations, and auditor recommendations. Financial support includes, but is not limited to, budgeted funds allocated by the District or school, an advisor/coach paid for by the District or school who exercises control over the activity's fund, some activities offered to students paid for by the District or school, and transportation paid for by the District or school. Also, financial support includes indirect financial assistance as part of the District's educational program when student participation is required by a course or academic credit is awarded for participation in the activity.

Definitions

The following definitions are provided for these terms within the context of this policy:

- A. District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and District-supported student activities. (see Policy 2430 - District-Sponsored Clubs and Activities)
- B. District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over the dispersal of the activity's funds.
- C. Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over the dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

All activities described in this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policy.

~~**[]** The District Administrator is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each activity account prior to the start of the new fiscal year. **[END OF OPTION]**~~

~~**[]** The Board will review the list upon submission to determine if the objective of each activity account serves a continuing District need. **[END OF OPTION]**~~

All activities shall be on a self-sustaining basis.

The ____Bookkeeper____ shall be the Treasurer of the student activities activity account. The Treasurer may delegate responsibility to

(x) the principal.

() a financial secretary.

() _____ [other].

~~**[]** There shall be established in the activity account(s) an account for the use of needy students to be disbursed at the discretion of the _____. **[END OF OPTION]**~~

[x] Fund-raising for all student activities will be in accordance with Board Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups. **[END OF OPTION]**

~~**[]** Interest earned on the account of a specific class or activity will be credited to that class or activity. **[END OF OPTION]**~~

~~**[]** Interest earned on the activity account will be allocated to each class or activity. **[END OF OPTION]**~~

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity accounts, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion, and/or termination.

~~[Administrative Guideline Clients]~~

~~All monies accumulated in the account of a specific class or activity will be disposed of in accordance with the procedures set forth in the administrative guidelines established by the District Administrator.~~

[Policy Only Clients]

[x] Following graduation, the unexpended activity accounts of the Senior-graduating cClass can maintain a \$300 balance. Funds in excess of the \$300 will be donated to an organization designated by the graduating class. will be transferred to the Freshman Class.

~~After one (1) year of inactivity, the unexpended activity accounts of discontinued student organizations shall, on the recommendation of the~~

~~**(-)** District Administrator and the approval of the Board,~~

~~**(-)** principal and the approval of the District Administrator,~~

~~be transferred to the General Fund.~~

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Legal 120.16(2) Wis. Stats.

Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of FACILITY SECURITY
Code	po7440
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

7440 - **FACILITY SECURITY**

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to ~~install~~ utilize metal detectors (e.g., walk through detectors and hand-held wands), and video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, ~~and other security devices that would assist in the detection of guns and dangerous weapons:~~

- A. in school buildings;
- B. on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.

- C. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age-appropriate, a student from the class. School office staff must contact the classroom teacher to verify that the visitor is expected.
- D. All visitors are expected to sign out prior to departing the building.
- E. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510 - Use of District Facilities.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator or event supervisor determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, including all school-sponsored events, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator or event supervisor, the building administrator or event supervisor shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have a record of such visitor properly checking in, the office staff shall immediately contact an Administrator or, if an Administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the school main office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of the person's visit to any school facility and must notify the District Administrator of their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of their status as a registered sex offender and that they have a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

Revised 6/18/14
Revised 4/15/15
Revised 12/19/18
Revised 6/19/19
Revised 11/15/23
T.C. 6/19/24

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Legal	120.13(35), Wis. Stats.
	175.32(2), (3), Wis. Stat.
	301.475, Wis. Stat.
	State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY
Code	po7540
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

Students' use of District technology resources (see definition in Bylaw 0100 - Definitions) is a privilege not a right. Students and their parents must comply with Policy 7540.03 - Student Technology Acceptable Use and Safety.

The District Administrator shall develop ~~()~~, recommend for approval by the Board, **[END OF OPTION]** and implement a written District Technology Procedure (DTP). One of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations. **(x)** The Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff. **[END OF OPTION]**

~~**[]** The District Administrator shall create a Technology Governance Committee to oversee and guide the development of the DTP. The District Administrator shall appoint individuals to the Technology Governance Committee that include representatives of all educational, administrative, and business/operational areas in the District. **[END OF OPTION]** **[DRAFTING NOTE: Establishment of such committee in policy requires compliance with the Open Meeting Law and Policy 8309 - Open Meetings for Non-Board Committees.]**~~

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students concerning making safe, appropriate and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 ~~()~~ and AG 7540.03 **[END OF OPTION]** - Student Education Technology Acceptable Use and Safety, and Policy 7540.04 ~~()~~ and AG 7540.04 **[END OF OPTION]** - Staff Education Technology Acceptable Use and Safety)

The District Administrator ~~()~~, in conjunction with the ~~_____~~, **[END OF OPTION]** shall review the DTP and () report **(x)** recommend the approval of **[END OF OPTION]** any changes, amendments, or revisions to the Board **(x)** annually.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 - Personal Communication Devices and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 - Definitions, to interact with others online;

interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Equipment Security and Retention Procedures

The District invests significant resources in making current technology available for staff and students. Individual usage of devices that are not in a fixed location must be in accordance with these guidelines. The term "device" for purposes of this guideline includes District-owned computers, tablets, smart devices, and any other hardware or software systems or equipment owned or leased by the District.

A. Identification:

1. ☒ A label with the District's name and an identification number will be placed on each device owned by the District.
2. ☐ In addition, an indelible marking shall be used to write the following on each device:
District, school name, and storage location, if applicable
3. ☒ Records of the identification number, serial number, model, etc. for each device shall be maintained in the Asset Management System_____.
4. ☐ Records on each piece of software and software license, organized by title and course or program, shall be maintained in the _____.
5. ☐ District devices are assigned, identified, and tracked through an online management system.
6. ☐ _____

[DRAFTING NOTE: If none of the above choices are selected or a District specific method of identification is not provided, the "Identification" portion of this list will be removed in its entirety.]

B. Use of District-owned Devices:

All devices to be used either in the District or off-school premises shall be checked out through the Asset Management Program or other assigned tracking database_____. ~~(☐ See Form 7530A F1) Devices may not be used for the purpose of copying materials in violation of copyright laws. (☐ See AG 2531 Copyrighted Works)~~

~~The person signing the request (☐ form (☐ Form 7530A F1 is responsible for the condition of the device until checked back in.~~

No device may be used to access any material that is prohibited by the District's technology usage policies, Policy 7540.03 - Student Education Technology Acceptable Use and Safety and Policy 7540.04 - Staff Education Technology Acceptable Use and Safety. Devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.

C. Requests for Personal Use:

Personal use of devices by students, staff, and ~~[☐ District residents [END OF OPTION]~~ shall be in accordance with Policy 7530 - Lending of District-Owned Equipment.

Additionally, a device shall not be used to access any material that is prohibited by the District's technology usage policies. (See Policy 7540.03 - Student Education Technology Acceptable Use and Safety and Policy 7540.04 - Staff Education Technology Acceptable Use and Safety)

If allowed for personal use, devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.

No business use shall be made of any borrowed devices. Software shall not be used in violation of any licensing agreement, nor shall it be copied.

No software or other applications may be downloaded onto any device except by the District's ~~() Information Technology Director~~ (x) _Director of Teaching, Learning and Technology_____ [END OF OPTIONS] and only as authorized by the District Administrator.

Users will be responsible for arranging safe transportation and housing for use off school premises.

D. Staff Services:

Media staff will instruct the user on the correct operation of devices. Media staff may assist other staff members in obtaining materials for instructional use by recording and/or copying within copyright guidelines.

E. Equipment Inventory and Repair:

All devices will be inventoried pursuant to Policy 7450 - Property Inventory.

If a piece of equipment requires repair, it will be sent to the Department of Technology_____.

F. Report of Loss:

If any device is lost, the Principal and the _Department of Technology_____ shall be notified. The Principal may notify the police if deemed appropriate.

[] Access to Social Media NOTE: CHOOSE ONE OF THE THREE OPTIONS, IF DESIRED]

[x] OPTION #1]

x] Staff use of District-approved social media platforms/sites shall be consistent with Policy 7544 - Use of Social Media.

Students must comply with Policy 7540.03 - Student **Education** Technology Acceptable Use and Safety and Policy 5136 - Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Similarly, staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff **Education** Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

OR

~~[] OPTION #2] [DRAFTING NOTE: Choose this option if the District intends to prohibit staff and students from accessing social media using District technology resources. If so, Policy 7544 is not necessary.]~~

~~[]~~ The Board prohibits students and staff members from using District technology resources to access and/or use social media.

OR

~~[] OPTION #3]~~

~~The Board prohibits students from using District technology resources to access and/or use social media for other than instructional purposes.~~

~~Staff may use District approved social media platforms/sites in accordance with Policy 7544 - Use of Social Media [] and, pursuant to Policy 7540.02 - Staff and School Officials Use of Personal Communication Devices, may use web content, apps, and services for one-way communication with the District's constituents [END OF OPTION]. Authorized staff may use District technology resources to access and use District approved social media platforms/sites to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the District Administrator approves, in advance, such access and use. Use of District approved social media platforms/sites for business-related purposes is subject to Wisconsin's public records laws and, as set forth in Policy 7544 - Use of Social Media, staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 - Public Records () and AG 8310A [END OF OPTION] - Public Records.~~

[DRAFTING NOTE: Retain this provision if the District has chosen an option in Policy 7544 permitting staff to access social media from District technology resources or from personal technology resources.]

x] Staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources (**x**) or personally-owned PCDs **[END OF OPTION]** to access and/or use social media for personal purposes.

[END OF OPTIONS]

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Last Modified by Ann DeMeuse on October 8, 2024

Book	Policy Manual
Section	33.1 for review
Title	Revised Policy - Vol. 33, No. 1, Dec. 2023 - USE OF SOCIAL MEDIA
Code	po7544
Status	Second Reading
Adopted	November 20, 2024

Revised Policy - Vol. 33, No. 1

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff (x) (including District-approved volunteers) [END OF OPTION], and the general public. Social media is defined in Bylaw 0100 - Definitions.

The District Administrator is charged with designating the District-approved social media platforms/sites (x), which shall be listed on the District's website [END OF OPTION].

~~(-) In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members. [END OF OPTION]~~

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

[DRAFTING NOTE: Districts should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1, 2, 3, or 43.]

~~[] [Option 1]~~

~~The District maintains its approved social media platforms/sites as non-public forums and not as interactive forms of communication; therefore, comments are not allowed.~~

~~[] [Option 21]~~

~~The District uses approved social media platforms/sites as interactive forms of communication; however, although the District approved social media platforms/sites are considered limited public forums, the District will not respond to or engage in dialogue about any comments received.~~

x] [Option 32]

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered limited public forums. District authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

~~[] [Option 43]~~

~~The District uses approved social media platforms/sites as interactive forms of communication and () accepts () invites () welcomes [END OF OPTIONS] public comments. The District approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.~~

[END OF OPTIONS]

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

(x) The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members **(-x)** or volunteers **[END OF OPTION]** wish to post information or announcements to a District social media platform, the staff member **(x)** or volunteer **[END OF OPTION]** may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the () Principal, **(x)** District Administrator, () _____, **[END OF OPTIONS]** use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722 **(-)/AG 5722 [END OF OPTION]** – School-Sponsored Student Publications and Productions, Policy 7540.03 **(-)/AG 7540.03 [END OF OPTION]** – Student Education Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

[END OF OPTION]

[DRAFTING NOTE: Select either Option 14 or 25, or, at the District's discretion, choose neither option.]

~~[] [Option 14]~~

~~Staff members () (including District-approved volunteers) [END OF OPTION] must provide parents of students involved in a school sponsored activity the ability to opt out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school sponsored activity.~~

~~[] [Option 52]~~

~~Staff members () (including District-approved volunteers) [END OF OPTION] must obtain parental consent for students to participate in the use of social media platforms/sites related to a school sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school sponsored activity.~~

[END OF OPTIONS]

Expected Standards of Conduct on District-Approved Social Media

Employees **(x)** and District-approved volunteers **[END OF OPTION]** who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees **(x)** and volunteers **[END OF OPTION]** are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). **Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately with individual students.**

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members' **(x)**/volunteers' **[END OF OPTION]** use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. **(-)** ~~(See AG 8310A – Public Records)~~ **[END OF OPTION]**

[DRAFTING NOTE: Districts should only choose the following Option if they intend to approve individual District employees/volunteers using social media platforms, like Facebook or Twitter, that require professional pages to be linked to personal pages as District-approved social media platforms. Districts are advised to discuss this Option with their local legal counsel before selecting it. Selection of this option is not covered by Neola's warranty.]

~~(-) Staff members (-) and District approved volunteers [END OF OPTION] cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees (-) and volunteers [END OF OPTION] who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.~~

[END OF OPTION]

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

[DRAFTING NOTE: Select Option **61, **72**, **83**, **94**, or **105**]**

Employees' Use of District Technology Resources to Access Social Media for Personal Use

~~(-) OPTION 16~~

~~Employees (-) and District approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100 – Definitions) to access social media for personal use.~~

~~(-) OPTION 27~~

~~Employees (-) and District approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100 – Definitions) to access social media for personal use during work hours.~~

~~They are reminded that the District may monitor their use of District technology resources.~~

(x) OPTION 38

Employees () and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

They are reminded that the District may monitor their use of District technology resources.

(-) OPTION 49

~~Employees (-) and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during work hours, provided it does not interfere with the employee's(-)/volunteer's **[END OF OPTION]** job performance.~~

~~They are reminded that the District may monitor their use of District technology resources.~~

(-) OPTION 510

~~Employees (-) and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use, provided the employee's(-)/volunteer's **[END OF OPTION]** use during work hours does not interfere with their job performance.~~

They are reminded that the District may monitor their use of District technology resources.

[END OF OPTIONS]

[DRAFTING NOTE: Select Option 111, 122, or 133]

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

(-) OPTION 111

~~Employees are prohibited from using personal communication devices to access social media for personal use during work hours.~~

(x) OPTION 122

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

(-) OPTION 133

~~Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.~~

[END OF OPTIONS]

Employees (x) and District-approved volunteers **[END OF OPTION]** are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with their ability to effectively perform their job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated

(x) as necessary

() on an annual basis.

Legal

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Last Modified by Ann DeMeuse on October 8, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of VOLUNTEERS
Code	po8120
Status	Second Reading
Adopted	September 16, 2015
Last Revised	November 20, 2024

8120 - VOLUNTEERS

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school-sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of Wis. Stats. 120.20 and this policy are satisfied.

The District Administrator is to inform each volunteer that the volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;
- D. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.
- E. ~~[-] A Board member may serve as a volunteer bus driver for the District if the provisions of 120.20, Wis. Stats., and the policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)~~

The District Administrator shall also ensure that each volunteer is properly informed of the District's appreciation for their time and efforts in assisting the operation of the schools.

Policy 9800.01 - **Veterans as Classroom Volunteers** outlines veteran volunteers' requirements for recognition from the District and the Department of Veterans Affairs.

Revised 12/21/16
T.C. 2/15/23

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Legal 120.20, Wis. Stats.

Book	Policy Manual
Section	33.1 for review
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

8310 - PUBLIC RECORDS

The Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records, including providing the notice required under 19.34(1) Wis. Stats., identifying the positions of the District that constitute a local public office pursuant to 19.32(1dm), and 19.42 (7w), Wis. Stats., and other required information. The DRC may deny access to records only in accordance with the law. The DRC is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her the office held; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her the originator's recollection and as a matter of convenience (not part of his/her assigned job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The District may impose a fee upon the requester of a copy of a record of \$.08 per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.). The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her/their duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator is authorized to develop administrative guidelines to provide for proper compliance with the intent of this policy and the public records law.

Records Retention Schedule

19.21(6), Wis. Stats. requires that school districts retain public records, other than student records, for seven (7) years, unless a shorter period is fixed by the Public Records Board (PRB) in a records retention schedule subsequently adopted by the Board.

The Board has approved the following records retention schedules developed by the Wisconsin Historical Society and PRB: Wisconsin Public School District and Related Records GRS (expiring March 20, 2033)

The District will retain public records in accordance with the preceding general records schedule(s). In the event that the preceding general records schedules adopted do not define the retention period for a particular record, the District will retain the record for seven (7) years.

Revised 6/18/14

Revised 11/15/17

Revised 12/19/18

Revised 2/17/21

Revised 3/15/23

Revised 7/17/24

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Legal	19.21, Wis. Stats.
	19.31-39, Wis. Stats.
	118.125, Wis. Stats.
	120.13(12), Wis. Stats.

Last Modified by Ann DeMeuse on September 19, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of STUDENT RECORDS
Code	po8330
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data," includes reference to "directory information," in the context of the Family Educational Rights and Privacy Act (FERPA).

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

ADDRESS CONFIDENTIALITY PROGRAM

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that their parents not be permitted access to personally identifiable information from their records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
2. the parent or eligible student, upon request, receives a copy of the record; and
3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D. release de-identified records and information in accordance with Federal regulations;

- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

- G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or their parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY DATA

Each year, the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data." The Board designates as student "directory data":

- A. ☒ a student's name;
- B. ☒ address;

Directory information shall not be provided to any organization for profit-making purposes.

~~() Directory data may also include a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).~~

~~[Drafting Note: The option above is recognized under FERPA (34 C.F.R. Part 99.3) but is not included with the Wisconsin definition of "directory data" in 118.125 (1)(b), Wis. Stats. It is recommended Districts consult their legal counsel if considering this option.]~~

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgement, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory data," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory data," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;

- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of computer data storage for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

Revised 10/16/13
 Revised 6/18/14
 Revised 12/21/16
 Revised 11/15/17
 Revised 6/19/19
 Revised 2/17/21
 T.C. 12/21/22
 T.C. 6/21/23

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Legal	46.215 Wis. Stats.
	46.22 Wis. Stats.
	46.23 Wis. Stats.
	115.298 Wis. Stats.
	118.125 Wis. Stats.
	118.125(2)(q) Wis. Stats.
	20 U.S.C. Section 1232f (FERPA)
	20 U.S.C. Section 1232g (FERPA)
	20 U.S.C. Section 1232h (FERPA)
	20 U.S.C. Section 1232i (FERPA)
	20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
	20 U.S.C. 7165(b)
	20 U.S.C. 7908

25 U.S.C. 450b(L)

26 U.S.C. 152

34 C.F.R. Part 99

Last Modified by Ann DeMeuse on October 15, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of PREPAREDNESS FOR TOXIC HAZARDS
Code	po8431
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

8431 - PREPAREDNESS FOR TOXIC HAZARDS

The Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The District Administrator, or another ~~designated and~~ qualified person **designated by the District Administrator**, will serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with suppliers who shall supply the THP Officer with Safety Data Sheets (SDS's);
- B. ~~require ensure~~ that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of SDS for all hazardous materials present on District property;
- D. design and implement a written communication program which:
 1. lists hazardous materials present on District property;
 2. details the methods used to inform staff and students of the hazards;
 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- E. conduct a training program for all District employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.
- F. ~~() ensure require that any staff member individual who applies pesticides on District property provides notification each year, prior to any application, to all () parents () and staff members [END OF OPTION] 1) that a pesticide is to be applied, 2) the type of pesticide and its potential side effects, 3) the location of the application, and 4) the date of the application is certified in accordance with State law. In the event of pesticide application, notice of such application shall be posted by the individual who applies pesticides () at the time of application and for a period of seventy two (72) hours thereafter () in accordance with State law [END OF OPTION]. () The District Administrator will provide notification each year, prior to any application, to all () parents () and staff members [END OF OPTION] 1) that a pesticide is to be applied, 2) the type of pesticide and its potential side effects, 3) the location of the application, and 4) the date of the application. [END OF OPTIONAL SENTENCE]~~
[Drafting Notes: current law requires posting notice at the time of application and for seventy two (72) hours thereafter, 94.715(2)]

In fulfilling ~~these~~ **THP Officer** responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

In accordance with Federal law, the District will designate a Chemical Hygiene Officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the Chemical Hygiene Plan. **(x) The Board authorizes the District Administrator to designate the CHO. [END OF OPTION]**

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The District will comply with any lead-screening requirements ~~promulgated~~ **developed** by the **Wisconsin** Department of Health Services.

Revised 1/13/16

T.C. 10/25/23

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Legal	101.58 et seq, 254.162, 254.20, Wis. Stats.
	15 U.S.C. 2601
	20 U.S.C. 4022
	20 U.S.C. 4014
	20 U.S.C. 4011
	20 U.S.C. 4011 et seq.
	29 C.F.R. 1910.1450(b)

Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policies 1422, 3122 and Policy 4122 - Nondiscrimination and Equal Employment Opportunity. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340/~~or~~ Policy 4340 - Grievance Procedure.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a professional staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The individual shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the Administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).

As appropriate, the staff member shall report the matter and whatever action may have been taken to their supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include

informing the District Compliance Officer for further review.

Matters not involving staff members that are not resolved at the First Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within thirty (30) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board **or** a committee of the Board **prior to making a final decision on the matter.**

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member may refer the individual(s) to this policy or the District Administrator for further assistance.

Guidelines for Matters Regarding **Classroom Instructional Materials** ~~(-) Classroom and Library Materials~~

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, **AG 9130A**, ~~AG 9130A~~ and Form 9130 F3.

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific instructional materials.

~~When citizens/parents of children attending school in the District and District residents have concerns about particular course content and instructional materials, these concerns should be stated in writing, carefully considered and accorded the courtesy of a prompt written reply by school personnel. All such replies will be based upon the instructional goals of the district, upon course objectives, and upon criteria for the selection of instructional goals.~~

~~The instructor shall be the first to reply to a complaint/concern. If the complainant is not answered to his/her satisfaction, the complainant shall have the right to appeal through channels established by the district administrator. The board shall have the final level of approval.~~

~~Staff members shall attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the Board.~~

~~No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.~~

Concerns about specific textbooks or other classroom materials should be raised first with the classroom teacher and then the Principal if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any instructional materials, shall be submitted in writing, ~~using the following process to the District Administrator.~~

If the request, suggestion, or complaint relates to classroom instructional materials, ☒ Form 9130 F2 should be completed and **[END OF OPTION]** the following procedure shall be followed:

A. ☒ The criticism is to be addressed to the Principal, in writing, and shall include:

1. ☒ author;
2. ☒ title;
3. ☒ publisher;
4. ☒ the complainant's familiarity with the material objected to;
5. ~~() sections objected to by page and item;~~ reasons for objection
6. ~~() reasons for objection~~ specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not age-appropriate or developmentally appropriate for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.

B. ☒ Upon receipt of the information, the Principal ☒ shall ☐ may,

☒ after advising the Director of Teaching, Learning and Technology of the complaint,

☒ and upon the Director of Teaching, Learning and Technology and District Administrator's approval, prepare a response.

☐ refer the matter to the District Administrator for resolution

☐ appoint a review committee, which shall comply with the open meetings law, consisting of:

1. ☐ one (1) or more professional staff members including the _____;
2. ☐ one (1) or more Board members; **[Note: Caution should be exercised in the selection of this option as the participation of Board members at the review committee level may give rise to recusal challenges if the Board acts in an appeal capacity.]**
3. ☐ one (1) or more laypersons knowledgeable in the area.

C. ☒ If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414 - Human Growth and Development).

D. ~~() The District Administrator shall be an ex-officio member of the committee.~~

E. ☒ The ~~committee~~ Committee, in evaluating the questioned material, shall be guided by the following criteria:

1. ☒ the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. ☒ the accuracy of the material
3. ☒ the objectivity of the material
4. ☒ the use being made of the material

- F. ~~()~~ The material in question ~~()~~ may be ~~()~~ may not be ~~[END OF OPTION]~~ temporarily withdrawn from use pending final resolution of the matter. The material being reviewed based on a request under this policy shall remain available during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.
- G. () The ~~committee's~~ **Committee's** recommendation shall be reported to the District Administrator in writing within ~~_____ ()~~ business days following ~~()~~ the formation of the ~~committee~~ **Committee** ~~()~~ the first meeting of the ~~committee~~ **Committee** ~~[END OF OPTION]~~. The District Administrator will advise the individual(s), in writing, of the ~~committee's~~ **Committee's** recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the ~~committee's~~ **Committee's** recommendation and their **District Administrator's** decision.
- H. (**x**) The individual(s) may submit an appeal of the District Administrator's decision in writing to the Board President within ten (10) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- I. (**x**) The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be conducted based on written submissions, or only on the record produced by the () Committee (**x**) District Administrator.

The decision of the Board is final.

Decisions on reconsidered materials will stand for 4 years before new requests for reconsideration of those items will be entertained.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Concerns about **library** materials are covered under policy 2522 Library Media Centers.

Revised 10/16/13
Revised 6/18/14
Revised 12/19/18
Revised 6/19/19
Revised 2/17/21
Revised 2/17/22
Revised 8/17/22

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Legal 118.01, 118.019, Wis. Stats.
20 U.S.C. 1232h

Last Modified by Ann DeMeuse on October 9, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of CITIZENS' ADVISORY COMMITTEES
Code	po9140
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

9140 - **CITIZENS' ADVISORY COMMITTEES**

The Board of Education, in its discretion, may establish citizens' advisory committees and assign to each committee a particular function for which the committee has been formed. ~~d.~~ All appointments of citizens to advisory committees shall be approved by the Board, except as otherwise provided in policy or as required by law. All appointments of staff members to citizens' advisory committees shall be made by the District Administrator, except as may be expressly required by law. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new assignment or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the District Administrator, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the District Administrator. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the District Administrator.

The District Administrator shall transmit the contents of any communication from a committee to the Board at the next meeting of the Board.

When a committee is ready to submit a report on its assigned topic, the District Administrator shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

All advisory committees created by the Board are subject to the notice provisions of the Open Meetings Law.

Revised 5/16/18

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Legal

19.81 et seq., Wis. Stats.

Last Modified by Ann DeMeuse on September 19, 2024

Book	Policy Manual
Section	policies for board review
Title	Copy of PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024
Last Reviewed	June 19, 2024

5410 - **PROMOTION, PLACEMENT, AND RETENTION**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with **each student's** own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Definitions

Promotion: Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy and shall be moved forward to the next grade.

Placement: Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the School Counselor with the concurrence of the building administrator.

Retention: Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the School Counselor with the concurrence of the building administrator.

A student will be promoted to the succeeding grade level when **the student s/he** has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

The District Administrator shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require the recommendation of the relevant staff members for promotion, placement, or retention;

- C. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- D. assure that efforts are made to remediate the student's difficulties before **the student s/he** is retained;
- E. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

Promotion from Grade 4 and Grade 8

A student shall be promoted from 4th to 5th grade when the student meets the following criteria:

- A. **the student's score on the 4th grade examination, scoring proficient on at least three (3) subtests, unless the student has been excused from taking the examination;**
- B. **the student's academic performance;** passing the majority of subjects;
- C. if criteria A and B aren't met, **recommendations** for promotion is are required from all core teachers; ~~the student's academic performance if criteria A and B aren't met; of teachers, which are based solely on the student's academic performance.~~
- D. ~~() additional criteria specified by the Board. [END OF OPTION]~~ successful completion of summer school in identified subjects(s).

A student shall be promoted from 8th to 9th grade when the student meets the following criteria:

- A. ~~the student's score on the 8th grade examination, unless the student has been excused from taking the examination;~~ the student's score on the 8th grade examination, scoring proficient on at least three (3) subtests, unless the student has been excused from taking the examination;
- B. ~~the student's academic performance;~~ the student's academic performance, passing the majority of subjects;
- C. ~~recommendations of teachers, which are based solely on the student's academic performance.~~ if criteria A and B aren't met, recommendations for promotion is are required from all core teachers; ~~the student's academic performance if criteria A and B aren't met;~~
- D. ~~() successful completion of summer school in identified subjects(s). () additional criteria specified by the Board. [END OF OPTION]~~

Students that do not meet the above criteria will not be promoted to 5th or 9th grade.

~~The Board directs the District Administrator to prepare a list of specific criteria for promoting students from the 4th and 8th grades. The criteria shall include the student's score on the 4th and 8th grade examination unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.~~

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Legal 118.33(6), Wis. Stats.

Last Modified by Ann DeMeuse on October 17, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of DEFINITIONS
Code	po0100
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

0100 - DEFINITIONS

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

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

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Administrator

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the () District Administrator (x) Superintendent **[END OF OPTION]**.

[x] Administrators may include the following positions: (x) School Business Manager, (x) Special Education Director and School Psychologist, ~~Director of Special Education and Pupil Services~~, (x) Director of Teaching, Learning and Technology Instruction, () Instructional Program Coordinator, (x) Principal, () Associate/Assistant Principal, (x) Food Service Director, Manager of Building and Grounds_____. **[END OF OPTION]**

In policy ~~(-) and administrative guidelines~~ **[END OF OPTION]**, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Apps and Web Services

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

Board

The Board of Education also commonly referred to as the School Board shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by state or Federal Law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.). Within these bylaws and policies, the terms

Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

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

District

The School District. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Administrator

The administrative head of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities to appropriate staff members.

Due Process

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

Full Board

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

Information Resources

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

Law Enforcement Officer(s) or Agencies

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

Legal Custodian of Records

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

May

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

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)

Meeting

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

Official Newspaper

A newspaper may be designated by the Board under 985.05. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

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

Personal Communication Devices

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

Policy

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

President

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

Principal

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

Professional Staff Member

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

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent, or member of the immediate household.

School Nurse

A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

School Official

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the

Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers).

Shall

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

Social Media

Social media are online platforms where users engage with one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. [] Apps and services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites. **[NOTE: Selection of this option should be consistent with selection made in Policy 7544 - Use of Social Media.]**

(x) Superintendent

Sometimes the administrative head of the School District is referred to as the Superintendent, but has the authority of the District Administrator by law. In policy ~~(-)~~ and administrative guidelines ~~[END OF OPTION]~~, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a special education program aide licence issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

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

Treasurer

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

Vice-President

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

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes their presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

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

Revised 8/19/15
Revised 11/15/17
Revised 2/1/21
Revised 8/17/22
Revised 1/11/23
Revised 3/15/23
Revised 11/15/23

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Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of PUBLIC EXPRESSION OF BOARD MEMBERS
Code	po0143.1
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

0143.1 - **PUBLIC EXPRESSION OF BOARD MEMBERS**

The Board President functions as the official spokesperson for the Board. (see Bylaw 0144.5 - Board Member Behavior, Communications, and Code of Conduct)

From time-to-time, however, individual Board members make public statements, or statements to individuals, on school matters:

- A. to local media;
- B. on social media;
- C. to members of the community;
- D. to local officials and/or State officials.

Sometimes the public statements, or statements to individuals, by Board members imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents may cause issues for the member, the Board, as well as the District. Therefore, Board members should, when writing or speaking on school matters on social media, to the media, members of the community, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
- B. routine, not for publication, correspondence of the District Administrator and other Board employees
- C. routine "thank you" letters of the Board;
- D. statements by Board members on non-school matters (providing the statements do not identify the author as a member of the Board);
- E. personal statements not intended for publication.

Revised 10/19/16
Revised 6/19/2024

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Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of OFFICERS
Code	po0152
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

0152 - **OFFICERS**

The Board shall elect, from among its members, a President, Vice- President, Treasurer, and a Clerk. Such election shall occur on or within thirty (30) days after the fourth (4th) Monday in April.

19.88(1), Wis. Stats.

120.05, Wis. Stats.

Election of officers shall be by a majority vote of ~~existing~~ **seated** Board members present at a Board meeting. Secret ballots may be utilized only for the election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The Board shall, in addition to other statutory requirements:

- A. designate depositories for school funds;
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once every month;
- D. designate an ~~Ad~~ administrator to assume specified responsibilities of the Treasurer and of the Clerk.

Revised 10/19/16

Revised 5/16/18

Revised 3/15/2023

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Legal 120.10, 120.15 et seq., Wis. Stats.

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of SPECIAL OBSERVANCE DAYS
Code	po2221
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

2221 - **SPECIAL OBSERVANCE DAYS**

In compliance with ~~the Wisconsin School Laws~~ **118.02, Wis. Stats**, the Board of Education directs ~~the District Administrator to ensure~~ that the following days, ~~and any additional days proclaimed by the Governor,~~ are appropriately observed in all schools:

January 15th Martin Luther King Jr. Day

February 12th Abraham Lincoln's Birthday

February 15th Susan B. Anthony's Birthday

February 22nd George Washington's Birthday

March 4th Casimir Pulaski Day

March 17th The Great Hunger

April 9th Prisoners of War Remembrance Day

April 13th American Creed Day

April 19th Patriot's Day

April 22nd Environmental Awareness Day

June 14th Robert La Follette Sr. Day

September 11th A day to remember the attacks that occurred on September 11, 2001, and to honor law enforcement officers and firefighters

September 16th Mildred Fish Harnack Day

September 17th U.S. Constitution Day

September 28th Frances Willard Day

October 9th Leif Erikson Day

October 12th Christopher Columbus's Birthday

November 11th Armistice Day

Wednesday of the third week in September as part of Wonderful Wisconsin Week

Last Friday Arbor Day *except that if the Governor by proclamation sets apart one (1) day to be designated as Arbor and Bird Day under in April State law, that day shall be appropriately observed.

Friday of POW-MIA Recognition Day
the 3rd
week in
September

Wednesday Bullying Awareness Day
of the 4th
week in
September

Revised 3/18/15
Revised 11/15/23

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Legal 14.16, 118.02, 118.025 Wis. Stats.

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of RELIGION IN THE CURRICULUM
Code	po2270
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

2270 - RELIGION IN THE CURRICULUM

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establish religion in the schools nor prohibits students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board of Education employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 - Religious Activities and Observances, and Policy 8802 - Patriotic Activities and Observances. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

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

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

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

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

The student will be provided with alternate learning activities during the times of such parent requested absence.

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

No classroom teacher shall be prohibited from providing reasonable periods of time for activities of a moral, philosophical, or patriotic theme. No student shall be required to participate in such activities if they are contrary to the religious convictions of the student or his/her parents or guardians.

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

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130 - Public Requests, Suggestions and Complaints.

See Reference: Policy 8800

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

Revised 10/16/13

Revised 6/18/14

Revised 6/19/19

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U.S. Constitutional Amendment 1

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of BOARD-STAFF COMMUNICATIONS
Code	po3112
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

3112 - BOARD-STAFF COMMUNICATIONS

The Board has a legitimate interest in maintaining order and facilitating the efficient resolution of concerns by directing that employee communications to the School Board move initially through the chain of command to the District Administrator. Employees are expected to follow the established chain of communication as described in this policy. Failure to do so may result in employee discipline.

The basic lines of communication in the chain of command are shown below.

A. Staff Communications to the Board

All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the District Administrator. This procedure is not intended to deny any staff member the right to raise matters of concern regarding the District operations to the Board through established procedures when no resolution is reached by the administration.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the District Administrator, who shall also keep staff members fully informed of the Board's problems, concerns, and actions. Board member communications with staff shall also be consistent with the expectations in Board Bylaw 0144.5 - Board Member Behavior, **Communications**, and Code of Conduct.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities may be inappropriate violations of the chain of command.

Revised 8/17/22

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Legal Garcetti v. Ceballos, 547 U.S. 410 (2006)
 Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

3213 - STUDENT SUPERVISION AND WELFARE

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

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

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

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

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - **Transportation by Private Vehicle for District-Sponsored Activities or Trips**. This does not apply to any student who is the professional staff member's family member.
- I. A student shall not be required to perform work or services that may be detrimental to their health.
- J. Staff members shall not engage students in social media and online networking media (see also Policy 7544 - **Use of Social Media**), except for appropriate academic, extra-curricular, and/or professional uses ~~only~~ consistent with Policy 7540 - **Technology**, Policy 7540.03 - **Student Technology Acceptable Use and Safety**, Policy 7540.04 - **Staff Technology Acceptable Use and Safety**.]
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

Staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, for personal reasons but may engage students as part of an approved educational plan by the Principal.

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

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

Revised 6/18/14
Revised 6/19/19
Revised 2/17/21
Revised 8/17/22
Revised 7/19/23

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Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of STAFF DRESS AND GROOMING
Code	po3216
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

3216 - **PROFESSIONAL STAFF DRESS AND GROOMING APPEARANCE**

The Board believes that professional staff members set an example in dress and grooming appearance for their students to follow.

The Board authorizes the development of standards for staff dress and grooming appearance that promote a professional educational atmosphere that gives consideration to the impact on the educational process and the diversity of the District's staff.

When assigned to District duty, all professional staff members shall:

- A. be physically clean and neat;
- B. dress in a manner consistent with their professional responsibilities, i.e. business casual;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed present themselves in such a way that does not disrupt the educational process nor cause a health or safety hazard.

Revised: 1/11/23

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Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of OUTSIDE ACTIVITIES OF STAFF
Code	po3231
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

3231 - OUTSIDE ACTIVITIES OF PROFESSIONAL STAFF

The Board expects professional staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the School District the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. Staff members are expected to notify the District Administrator of ~~their~~ involvement in any outside organization, association, or the like if the staff ~~member identifies him or herself as a staff member of the District as part of his/her~~ **member's role as a member of the District's staff is tied directly to** involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 3230 - **Ethics and** Conflict of Interest).

- A. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not engage in business transactions on behalf of private enterprises in which ~~s/he~~ **the staff member** may profit by virtue of ~~his/her~~ **the staff member's** official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of ~~his/her~~ **the staff member's** position or authority.
- D. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.
- E. Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.

Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials which might be considered for publication and/or production, which identify the District in any manner, shall be cleared with the District Administrator prior to publication and/or production.
- C. Publications and productions shall be subject to the following copyright provisions:
 1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:
 - a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;
 - b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;

c. the staff member does not become involved in any way in the selling of the product to the District.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the District Administrator.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the District Administrator prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the District Administrator is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the District.

The District Administrator is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

Revised: 8/17/22

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Legal

17 U.S.C. 101 et seq.

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of BOARD-STAFF COMMUNICATIONS
Code	po4112
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

4112 - BOARD-STAFF COMMUNICATIONS

The Board has a legitimate interest in maintaining order and facilitating the efficient resolution of concerns by directing that employee communications to the Board move initially through the chain of command to the District Administrator. Employees are expected to follow the established chain of communication as described in this policy. Failure to do so may result in employee discipline.

The basic lines of communication in the chain of command are shown in Policy 1100.

A. Staff Communications to the Board

All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the District Administrator. This procedure is not intended to deny any staff member the right to raise matters of concern regarding the District operations to the Board through established procedures when no resolution is reached by the administration.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the District Administrator, who shall also keep staff members fully informed of the Board's problems, concerns, and actions. Board member communications with staff shall also be consistent with the expectations in Board Bylaw 0144.5 - Board Member Behavior, Communications, and Code of Conduct.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities may be inappropriate violations of the chain of command.

Revised: 8/17/22

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Legal Garcetti v. Ceballos, 547 U.S. 410 (2006)
 Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

4213 - STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- C. A support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

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

- E. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- F. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their ~~his/her~~ immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is the support staff member's family member.
- G. A student shall not be required to perform work or services that may be detrimental to their health.

- H. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544 - Use of Social Media), ~~such as Facebook, Twitter, MySpace, etc.~~ except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and/or 7540.04 - Staff Technology Acceptable Use and Safety, ~~ved educational purposes.~~
- I. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social networking media or similar forums, such as YouTube except for approved educational purposes. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

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

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

Revised 6/18/14
Revised 6/19/19
Revised 2/17/21
Revised 8/17/22
Revised 6/19/23

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Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of SUPPORT STAFF DRESS AND GROOMING
Code	po4216
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

4216 - **SUPPORT STAFF DRESS AND GROOMING APPEARANCE**

The Board believes that support staff members set an example in dress and grooming appearance for their students to follow.

The Board authorizes the development of standards for staff dress and grooming appearance that promote a professional educational atmosphere that gives consideration to the impact on the educational process and the diversity of District's staff.

When assigned to District duty, all support staff members shall:

- A. be physically clean, and neat;
- B. dress in a manner consistent with their support responsibilities;
- C. dress in a manner that communicates to others a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed present themselves in such a way that does not disrupt the educational process or cause a health or safety hazard.

Revised: 1/11/23

© Neola 2024

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of OUTSIDE ACTIVITIES OF SUPPORT STAFF
Code	po4231
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

4231 - OUTSIDE ACTIVITIES OF SUPPORT STAFF

The Board expects support staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the School District, the District Administrator shall evaluate the impact of such interest, activity, or association upon the support staff member's responsibilities. Staff members are expected to notify the District Administrator of their involvement in any outside organization, association, or the like if the staff member identifies himself/herself as a staff member of the District as part of his/her member's role as a member of the District's staff is tied directly to involvement member's role as a member of the District's staff is tied directly to, or if the staff member will receive compensation for any outside activities (refer also to Policy 4230 - Ethics and Conflict of Interest).

- A. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not engage in business transactions on behalf of private enterprises in which s/he the staff member may profit by virtue of his/her the staff member's official position or authority or benefit financially from confidential information which the staff member has obtained or may obtain by reason of his/her the staff member's position or authority.
- D. Staff members shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
- E. Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

Revised 8/17/22

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Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of JOB-RELATED EXPENSES
Code	po4440
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

4440 - **JOB-RELATED EXPENSES**

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District 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 the District Administrator's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Business office.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates in accordance with the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

The Board shall pay the expenses of support staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the District Administrator.

Whenever a staff member is unable to provide appropriate expense documentation, they may be reimbursed after completing missing receipt form and upon written approval of the expenses by the Principal/Director and the District Administrator.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110 - **Federal Funds**.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services or the President (or designee), must apply to travel under Federal awards.

The District Administrator shall prepare administrative guidelines to implement this policy.

Revised 12/19/18
T.C. 6/21/23

Legal

2 C.F.R. 200.474

5 U.S.C. 5701-11

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES
Code	po5605
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

5605 - **SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES**

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws.

The District Administrator shall establish administrative guidelines and ensure they provide the laws are properly used when disciplining any student with disabilities.

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Legal 20 U.S.C. Section 1401 et seq.
 Section 504, 1973 Rehab. Act
 Chapter 115, Wis. Stats.

Last Modified by Ann DeMeuse on October 30, 2024

Book	Policy Manual
Section	33.2 tc for review
Title	Copy of ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	First Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

8390 - ANIMALS ON DISTRICT PROPERTY

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property, including service animals.

Definitions

- A. **"Animal"**: Includes any living creature that is not a human being.
- B. **"Service animal"**: any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use or a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

- C. **"Therapy Dog"**: Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing, or learning. A therapy dog in a school setting services the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs. (source: American Kennel Club/AKC)

Vaccination, Licensing and/or Veterinary Requirements

All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.

Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member who has a seizure disorder, or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have an animal in ~~his/her~~ classroom shall:
 - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
 - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
 - 4. keep the surrounding areas in a clean and sanitary condition at all times; and
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of an animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Therapy Dogs

Therapy dogs are the personal property of the handler and are specially trained to help all students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the District Administrator, building principal, and/or Therapy Dog Coordinator provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.
- C. Documentation that the therapy dog is not younger than one (1) year-old and is properly licensed according to local requirements.
- D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
- E. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
- F. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog, its care, cleaning, feeding, and cleanup while on District grounds.
- G. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress of a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the Therapy Dog Coordinator. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the District Administrator.

Service Animals for Students

The student's need for and use of the service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definition set forth in the ADA and this policy shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

Required Documentation

The following documentation must be required prior to a service animal being allowed at school or other Board property:

- A. Current IEP or Section 504 Plan that includes a provision regarding the use of a service animal;
- B. Current satisfactory health certificate or report of examination from a veterinarian for the service animal as required by this policy for all animals that are regularly present on District property.
- C. Criminal background check for handler, if the handler is not the student, in the same manner as required of vendors, individuals, or other entities under contract with the Board.

The Principal will be responsible for determining whether the required documentation has been provided for the student's service animal. When the required documentation has been provided, the service animal will be permitted to accompany the disabled student anywhere on the school campus where students are permitted to be.

Removing and/or Excluding a Student's Service Animal

In instances when a service animal has demonstrated that it is not under the control of the student or its handler, the Principal will also be responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

In instances when the service animal has demonstrated that it is not sufficiently housebroken, the Principal will be responsible for documenting such behavior and for determining that the service animal is to be removed and/or excluded from school property.

The Principal should notify the District Administrator prior to or as soon thereafter as is practicable when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity are not intended to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights.

Eligibility of a Student's Service Animal for Transportation

In some cases, as identified on the student's IEP or Section 504 Plan, there may be a need for a student with a disability and their accompanying service dog to access District transportation. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access District transportation.

Before a service animal is permitted to ride on a school bus owned or leased by the District, the student and his/her parents, or eligible student, and the handler, ~~if s/he is someone other than the student,~~ shall comply with the following:

- A. The Principal shall schedule a meeting so that the student and his/her parents, or eligible student, ~~if s/he is someone other than the student,~~ and the handler, ~~if s/he is someone other than the student,~~ can meet with the driver and bus assistant, if any, and the Transportation Supervisor. The student and his/her parents, or eligible student, and the handler, ~~if s/he is someone other than the student,~~ is responsible for providing information to the driver and bus assistant, if any, regarding critical commands needed for daily interaction and emergency/evacuation.

- B. The Principal shall make arrangements for the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, to provide an orientation for students who will be riding the bus with the service animal regarding the animal's functions and how students should interact with the animal.
- C. The service animal must participate in bus evacuation drills with the student.
- D. The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus.
- E. While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A determination shall also be made regarding whether the service animal should be secured on the bus with a tether or harness.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A representative of the Transportation Office will meet with the student and his/her parents, or eligible student and the handler, to determine whether the service animal should be secured on the bus with a tether or harness.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. The student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. The service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the District Administrator.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy ~~1623, Policy 3123 and Policy 4123~~ 8913 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the District shall provide a reasonable accommodation for a qualified individual with a disability. An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. As required of all animals under this policy, an employee with a disability who will have a service animal as an accommodation will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go.

Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

As required of all animals under this policy, an individual with a disability who has a service animal will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal if they will visit an area of the District's facilities on a regular basis.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events. If the individual with a disability will attend a regularly scheduled series of events with his/her service animal, the individual with disabilities will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, which is required for all animals by this policy.

Revised 6/18/14
Revised 2/17/21
Revised 8/17/22

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Legal

28 C.F.R. 35.104, 28 C.F.R. 35.136

Wis. Stat. 106.52, Section 504 of the Rehabilitation Act of 1973 (Section 504)

The Americans with Disabilities Act (ADA)

The Individuals with Disabilities Education Act (IDEA)

Last Modified by Ann DeMeuse on October 30, 2024